Unit 3, Modules 1 and 2 – Employment Support Excursion

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| **Excelling** | Discusses the structure and layout of the website | Prepares two or more open questions | Asks a follow-up question | Answers questions asked by the speaker | Encourages classmates to join in | Seeks teacher feedback on their final email | Includes a relevant attachment | Writes a paragraph for each section |
| **Achieving** | Outlines the audience and purpose of the website | Prepares an open question | Asks an unprepared question | Engages with the workplace(collects resources, looks around, says hi) | Builds upon comments made by classmates | Seeks teacher feedback on their draft email | Outlines key information in the body of the email | Writes a few sentences for each section |
| **Satisfactory** | Locates specific information on the website | Prepares a closed question | Asks their prepared question | Listens to the speaker | Participates in the class discussion | Drafts the email in their workbook | Includes an appropriate greeting | Combines a few sentences to form a paragraph |
| **Not yet satisfactory** | Locates general information on the website | Brainstorms ideas about what to ask | Gets a classmate to ask their prepared question | Attends the excursion | Listens to the class discussion | Writes a plan | Includes a subject | Writes single sentences |
| Not shown | Not shown | Not shown | Didn’t attend | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Website Research** | **Question** | **Question** | **Engagement** | **Reflection** | **Planning** | **Structure** | **Detail** |
| **Preparation** | **Excursion** | **Email** |
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| **Open****Open questions** get more details. | **Closed****Closed questions** get yes or no answers. |
| * *How do you get to work?*
* *Tell me about your relationship with your boss.*
* *What did you manage to accomplish on the trip?*
* *What happened at the meeting?*
 | * *Do you get to work by driving, busing or walking?*
* *Do you get on well with your boss?*
* *Was your trip successful?*
* *Did you have a good meeting?*
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 | **7 Key Active Listening Skills**1. Be attentive
2. Ask open-ended questions
3. Ask probing questions
4. Request clarification
5. Paraphrase
6. Be attuned to and reflect feelings
7. Summarise
 | 1. Brainstorm
2. Plan
3. Draft
4. Proofread
5. Feedback
6. Final copy
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