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** | | |
| |  |  | | --- | --- | | **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?* | | | **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 | | |