

**Assessment Scheme****2023****Subject:** 715 - Applied Learning (Vocational English) - English Communication**Course Provider:** VTC

<b>Task No.</b>	<b>Task Name</b>	<b>Assessment Method</b>	<b>Brief Task Description</b>	<b>Assessment / Submission Date</b>	<b>Contribution to Final Score (%)</b>
1	Oral Presentation	Mini-project	Students produce a videotaped oral presentation of about 1.5 minutes to explain and demonstrate to potential customers how to use a newly launched product.	December Year 1	10%
2	Role-play on Telephoning	Speaking Test	Students conduct in pairs a role-play of a telephone conversation of about 4 minutes to discuss details of a product or service regarding arrangements, deliveries and/or promotions.	January Year 1	10%
3	Presenting Written Information	Written Test	Students are required to complete two parts including: a. Participating in self-learning activities on a Moodle course offered by the tutor and completing short quizzes online b. Writing an email of 140 – 170 words to present information about orders, goods, services, etc.	March Year 1	10%
4	Responding to an Incoming Email	Written Test	Students write a reply in 140 – 170 words to an incoming email about orders, goods, services, etc.	June Year 1	10%
5	Conducting a Briefing Session	Mini-project	Students produce a videotaped oral presentation of about 3 minutes to explain the pros and cons of a new plan (e.g. new facilities in a shopping mall).	December Year 2	15%
6	Role-play on Face-to-face Discussion	Speaking Test	Students conduct in pairs a role-play of a discussion of about 6 minutes on solutions to a problem (e.g. handling a customer's complaint about delivery delay).	January Year 2	15%
7	Social Media Post Writing	Written Tests	Students are required to complete two parts including: a. Communicating with corporates on social media outside the classroom (e.g. sending a message to a sports company on Facebook to enquire about product features) and creating a learning portfolio showing screenshots of communication with one of the corporates b. Writing a corporate social media page of 180 – 250 words to present information about orders, goods, services, etc. to potential customers.	March Year 2	15%
8	Responding to an Incoming Email	Written Test	Students write a reply in 180 – 250 words to an incoming email about sales performance, arrangements, logistics, etc.	June Year 2	15%