

Assessment Scheme (Applicable to S.4 intake)

2026

Subject: 715 -Applied Learning (Vocational English) – English Communication

Area of Studies: Media and Communication

Course Provider: Vocational Training Council

| Task No. | Task Name | Assessment Method | Brief Task Description | Assessment / Submission Date | Contribution to Final Score (%) |
|----------|--------------------------------------|-------------------|---|------------------------------|---------------------------------|
| 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. | December Year 1 | 10% |
| 3 | Presenting Written Information | Written Tests | 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 & April 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. | May 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). | December Year 2 | 15% |

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|----------|---------------------------------|----------------------------|---|------------------------------|---------------------------------|
| 7 | Social Media Post Writing | Portfolio and Written Test | <p>Students are required to complete two parts including:</p> <p>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</p> <p>b. Writing a corporate social media page of 180 – 250 words to present information about orders, goods, services, etc. to potential customers</p> | March & May 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. | May Year 2 | 15% |