

Formative Assessment

Course Name	Fundamentals – Communication
Assignment Title	Knowledge Questions
Assignment Number	1/2
Total Pages Submitted	

Please complete the next section in your own handwriting and ensure that you declare your preparation and authentication for this assessment before you continue.

Student Name	
Student Surname	
Student ID Number	
Contact Number	

Preparation and Authentication Confirmation

I hereby declare that I have been prepared for all assessment activities. I am aware of the requirements and time frames of this assessment and undertake to complete any remedial or additional work required for the assessment of the submitted course, where required.

I hereby declare that the evidence presented in this portfolio is my own work, and that I have participated in preparing the evidence in the case of group work activities. Where applicable, I have recognized sources of information used in the preparation of this assessment.

Student Signature	Submission Date

/	
Total Mark Achieved	Total Percentage Achieved

Competent Not Yet Competent

1 st Attempt	2 nd Attempt	3 rd Attempt

1. Question

Exit Level Outcome	Use fundamental skills in a business environment.						
Course Name	Read/view and respond to a range of text types	Course Code	119640	NQF Level	1	Credits	6
Assessor Signature Stamp		Submission Date		Competent		Not Yet Competent	
Assessor Feedback							

SO	Question	Answer
SO, 1 Act 1	Define the following terms: (8)	
	Inferring (1)	
	Skimming and Scanning (2)	
	Visualizing	

	(1)	
SO, 2 Act 2	List two ways to organise writing content.	
	(8)	
SO, 3 Act 3	List the advantages of having a graphic organiser.	
	(6)	
SO, 3 Act 3	What is language awareness?	
	(2)	
SO, 3 Act 3	Define aesthetics.	
	(3)	

Assessor Mark	Correct		Incorrect	
Moderator Mark	Correct		Incorrect	
Allocated Mark			Out Of	31

	(4)	
SO,3/4 Act 3	Describe ways to Improve communication. (3)	
SO, 5 Act 4	Demonstrate understanding of how to use and respond to aesthetic, emotive, cultural, and social aspects of oral/signed texts. (8)	
SO, 6 Act 5	List examples of range of grammar (6)	

Assessor Mark	Correct		Incorrect	
Moderator Mark	Correct		Incorrect	
Allocated Mark			Out Of	31

Exit Level Outcome	Use fundamental skills in a business environment.						
Course Name	Write/Sign for a variety of different purposes	Course Code	119636	NQF Level	1	Credits	6
Assessor Signature Stamp		Submission Date		Competent		Not Yet Competent	
Assessor Feedback							

SO	Question	Answer
SO, 1 Act 1	Distinguish between broader and narrower search terms (6)	
SO, 2 Act 2	What is a fact vs. opinion? (4)	
SO, 3 Act 3	Describe potential barriers to effective communication. (4)	
SO, 4 Act 4	List steps to prepare material for your reader.	

	(6)	
--	-----	--

Assessor Mark	Correct		Incorrect	
Moderator Mark	Correct		Incorrect	
Allocated Mark			Out Of	20

Exit Level Outcome	Use fundamental skills in a business environment.						
Course Name	Explore and use a variety of strategies to learn	Course Code	119631	NQF Level	1	Credits	5
Assessor Signature Stamp		Submission Date		Competent		Not Yet Competent	
Assessor Feedback							

SO	Question	Answer
SO, 1 Act 1	Describe the following terms: (8)	
	Explain	
	Identify	
	Illustrate	
	Interpret	
SO, 2 Act 2	Distinguish between compare, and contrast. (4)	

SO, 3 Act 3	Mention six ways in which one's brains can be activated.	
	(12)	
	Describe active learning.	
	(3)	
	What is motivation	
	(3)	
SO, 4 Act 4	Describe Reading Techniques	
	Provide examples	
	(5)	
	List 3 different kinds of learning strategies.	
	(6)	

Assessor Mark	Correct		Incorrect	
Moderator Mark	Correct		Incorrect	
Allocated Mark			Out Of	41

Student Achievement

Mark Achieved _____ / Marks

Assessor Signature		Moderator Signature	
Assessment Date		Moderation Date	

Assessors Feedback