



JOHN EDMONDSON HIGH SCHOOL

Assessment Notification

Faculty: English Course: English Studies Year: Preliminary

Assessment Task: Achieving Through English

Assessment Weighting: 30% Due: Term 1, Week 7 Date: Tuesday 07/3/2023
Week 8-9 (Interviews)

Task Type: **Hand in Task** **In Class Task** Practical Task

Outcomes assessed (NESA)
ES1.1, ES 11.4, ES 11.6, ES 11.10
Task Description/Overview
This task requires you to complete three separate but related activities in order to prepare you for your future in the workforce. In class, you will choose an advertisement for employment that suits you (a selection of advertisements will be provided for you to choose from). Your chosen job advertisement will be the basis of this assessment task.
Detailed Assessment Task Description
PARTS A AND B MUST BE SUBMITTED ON CANVAS BY 8.25am on THE DUE DATE
<u>PART A – Resume (10 marks)</u>
Create a resumé of 1-2 pages outlining your relevant qualifications and work history for your selected job.
<u>PART B – Cover Letter (10 marks)</u>
Compose and submit a cover letter which will be attached to your resumé. This cover letter must provide the details of the job you are applying for as well as specific details about why you are an excellent candidate for this position.
You may use the scaffolds provided in class and on the CANVAS assignment page for your draft, but it is essential that your work is proofread, edited and typed up prior to submission.
Note: For all written components of the task, font size must be 12 point and of a suitable font type e.g. Times New Roman, Arial or Calibri.
<u>PART C – Mock interview (15 marks) (Week 8)</u>
You will participate in a mock interview for the position you have selected. You will be given a scheduled interview time. You must ensure that you are prompt for the interview. Attached are the possible interview questions from which you will be asked to answer 5-8 questions at random during the interview.

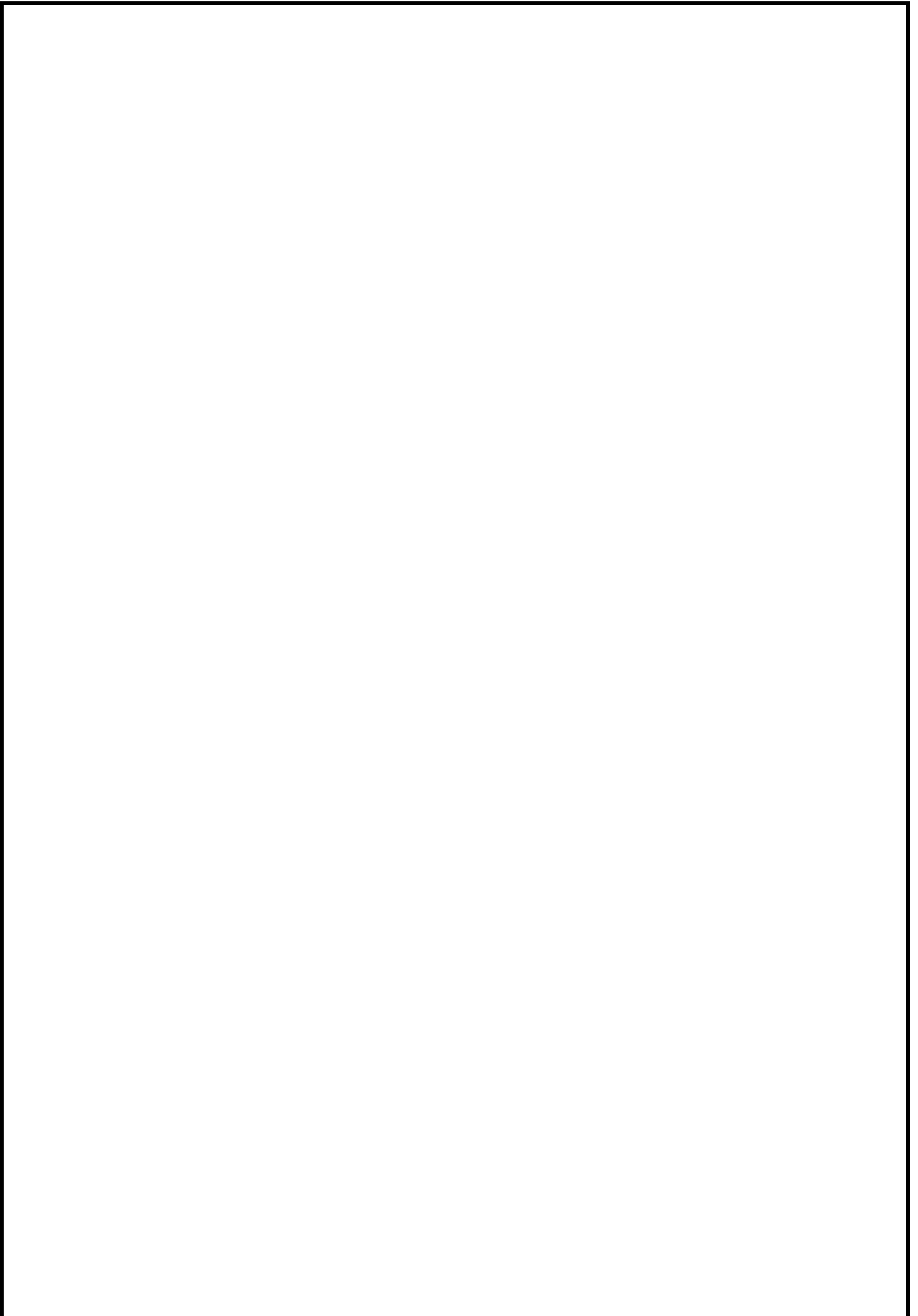
Guidelines/ Criteria	
	Marks Available
Resumé <ul style="list-style-type: none"> • Uses resumé structure including applicant's name and contact details, education, work history and achievements in chronological order edited and typed using suitable font • Spelling and punctuation is correct, appropriate application of grammar and formal language • Students identify and outline their long-term career objective • Students identify and outline their core competencies and relevant skills 	0 1 2 3 0 1 2 3 0 1 0 1 2 3 <p style="text-align: right;">/10</p>
Letter <ul style="list-style-type: none"> • Letter structure including date, writer's address, recipient's name and title, company name and address, appropriate salutations, paragraphing (up to four). • Uses formal language • Spelling, punctuation and grammar are correct • Identifies advertised position and addresses all advertised criteria with personal examples 	0 1 2 3 0 1 0 1 2 3 0 1 2 3 <p style="text-align: right;">/10</p>
Comments	
Total Marks for this section of the task	
	/20

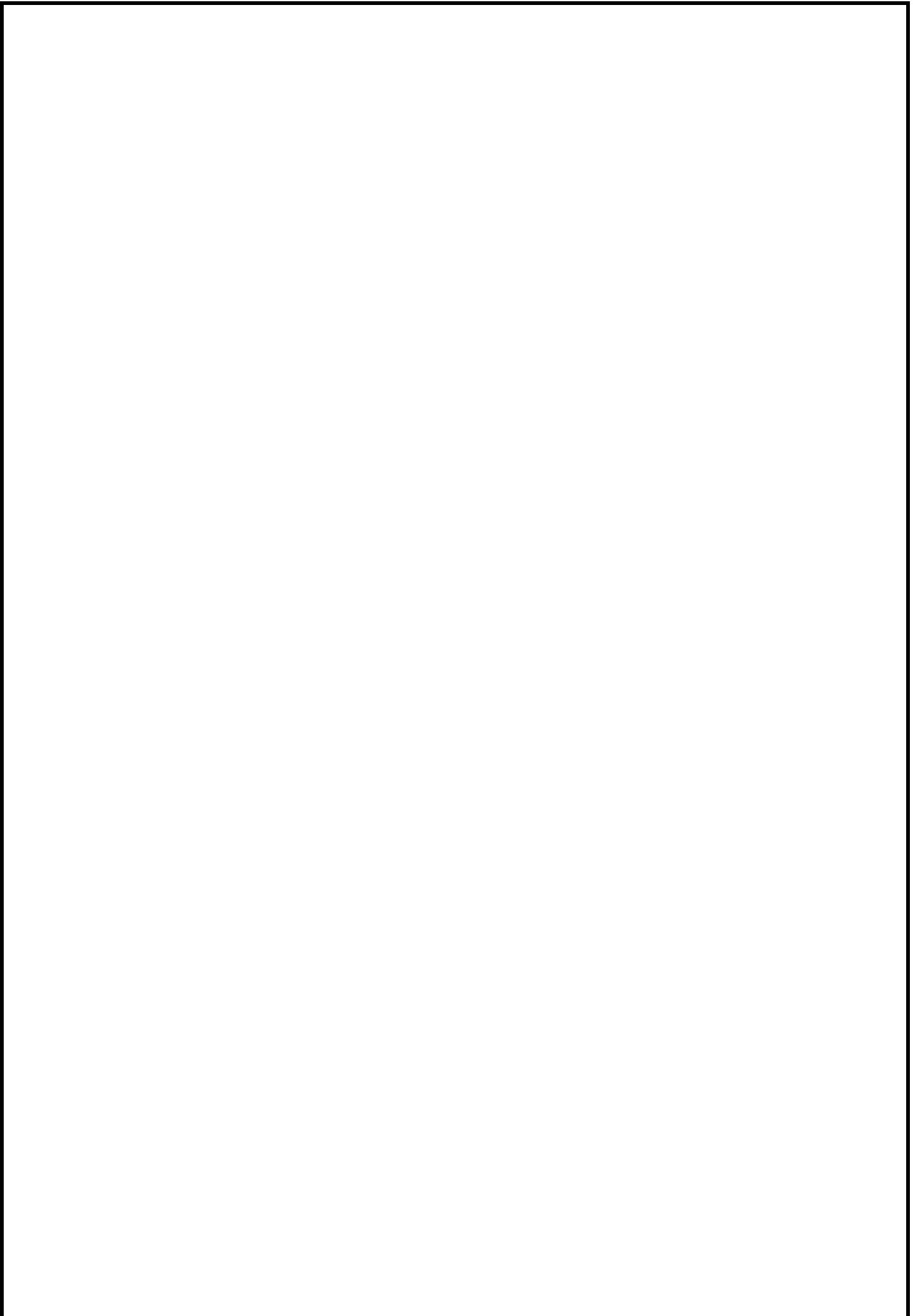
Guidelines/ Criteria	
	Marks Available
<p>Mock Interview</p> <ul style="list-style-type: none"> • Student is prompt and greets interviewer formally and uses appropriate language • Student presents well visually (appropriately neat hair and clothing). • Student maintains eye contact and speaks clearly and with confidence • Student responses address questions accordingly (content relevance and detailed examples) • Student clearly and logically expresses ideas 	<p>0 1 2</p> <p>0 1</p> <p>0 1 2 3 4</p> <p>0 1 2 3 4</p> <p>0 1 2 3 4</p>
Comments	
Total Marks for this section of the task	
15	

Satisfactory completion of courses

A course has been satisfactorily completed, when the student has:

- Followed the course developed/endorsed by the NSW Educational Standards Authority (NESA)
- Applied himself/herself with diligence and sustained effort to the set tasks and experiences provided in the course.
- Achieved some or all of the course outcomes.





Mock interview

Possible interview questions

You will be asked any 5-8 questions from the following list:

- Tell me about yourself.
- What are your key strengths?
- What is your weakness?
- Under what environments do you work best?
- What have you done that demonstrates your ability to work in a team?
- How do you think other people would describe you?
- Why should we employ you?
- What do you know about this company?
- Why do you want this job?
- What qualities do you have to offer this company?
- Where do you see yourself in five years' time?
- Do you work well under pressure?
- Do you have any questions you would like to ask?