

Assessment for Effective Writing Skills in English – Level 1

Applying for this course:

To apply for this course, you should have completed compulsory schooling up to 65 years of age. It is aimed at those who wish to develop essential English language skills for everyday communication, and those who wish to gain confidence in speaking, listening, reading and writing at a beginner level. For further information, kindly contact us on ga.jobsplus@gov.mt stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience.

Course Duration

This course is of 35 hours duration and consists of two Modules:

- Module 3 is of 18 hours duration
- Module 4 is of 17 hours duration – (including 2 hours of assessment)

General pedagogical guidelines and procedures for this course:

The delivery of this course will be mainly held through interactive sessions where trainers guide learners through structured lessons, focusing on speaking, listening, reading, and writing. The lessons will be delivered through a series of grammar presentations, discussions and hands-on exercises. Effective interactive teaching strategies to encourage speech such as role-play situations, dialogues, information gap activities or even pair work are necessary to give the students the opportunity to give and receive meaningful communication and improve conversational skills.

General assessment policy and procedures for this course:

The learner will be assessed through an ongoing assessment for learning by way of oral, written or practical exercises that will take place throughout the entire unit, to assess and consolidate the learning being covered.

A summative assessment will be held at the end of the module 4. This will take the form of a written assessment comprising of grammar exercises and composing a short paragraph. This assessment will be on a Pass/Fail basis. Trainees who obtain 45% of the total marks will be considered to have passed the assessment.

Assessment will be held physically at the place indicated by Jobsplus.

Module 3 Learning Outcomes

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| <ul style="list-style-type: none">✓ Create simple affirmative, negative, and interrogative sentences ensuring correct subject-verb agreement.✓ Produce written sentences accurately applying present simple and past simple tenses in basic contexts.✓ Manage the correct use of articles, personal pronouns, and common prepositions to enhance sentence clarity.✓ Apply common adjectives to describe nouns effectively in written communication.✓ Use basic linking words (e.g., and, but, because, so) to connect ideas coherently in writing. | <ul style="list-style-type: none">✓ Name and match articles (a, an, the), personal pronouns, and common prepositions (in, on, at, etc.) with their correct functions.✓ Describe how common adjectives modify nouns in simple written sentences.✓ Recognize and sequence basic linking words (and, but, because, so) used to join ideas.✓ Identify and correct simple grammatical errors in written sentences✓ Apply correct subject-verb agreement to construct simple affirmative, negative, and interrogative sentences. |
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✓ Monitor and correct simple grammatical errors to improve the accuracy of written sentences. ✓ Identify and recall rules for subject-verb agreement in basic sentence construction.	
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Module 3 Assessment:

- This module will have ongoing assessment only that will take place throughout the module. The ongoing assessment may consist of: Short writing tasks; reading comprehensions; grammar exercises; peer dictations; fill in the blank exercises (with prepositions, articles, nouns, adjectives); sorting tasks; sentence construction practices; building longer sentences from basic structures.
- **If the trainee is absent or fails the ongoing assessment, he/she must be given the opportunity of resitting the ongoing assessment during another class session.**

Module 4 Learning Outcomes

✓ Be responsible for understanding how to complete basic personal forms accurately. ✓ Comply with standard conventions when writing short sentences, notes, and messages for everyday communication. ✓ Deal with the basic structure of sentences and paragraphs to ensure coherent written expression. ✓ Ensure correct use of auxiliary verbs (be, have, have got) in various forms, including contractions. ✓ Recognise and manage the application of common digraphs in spelling to improve writing accuracy. ✓ Create knowledge of how to plan, draft, and revise simple paragraphs using a structured writing process. ✓ Complete and identify basic personal information required in forms (e.g., name, address, date of birth).	✓ Write and describe short sentences, simple notes, and messages such as thank-you notes and reminders. ✓ Define and recall the basic structure of a sentence (subject + verb + object) and short paragraphs (6–8 sentences). ✓ Identify and label common digraphs (e.g., ch, sh, th, ph, ee, oo) used in spelling. ✓ Demonstrate understanding of sentence structure by constructing clear sentences and short paragraphs. ✓ Use auxiliary verbs (be, have, have got) correctly in positive, negative, and question forms, including contractions, when writing.
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Module 4 Assessment:

- Assessment for this module consists of ongoing assessments which make up 10% of the total assessment. The ongoing assessment may consist of: Short writing tasks; reading comprehensions; grammar exercises; peer dictations; fill in the blank exercises (with prepositions, articles, nouns, adjectives); sorting tasks; sentence construction practices; building longer sentences from basic structures.
- **If the trainee is absent or fails the ongoing assessment, he/she must be given the opportunity of resitting the ongoing assessment during another class session.**

- Taking grammar into context, trainees will need to carry out several grammatical tasks which may include sentence completion, the production of particular grammatical forms, grammatical exercises, short reading comprehension and a short writing task.

Learners must obtain a pass mark in each assessment in order to achieve certification.

Assessment will be held physically at the place indicated by Jobsplus.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 1 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 2 ECTS points are assigned.