

Assessment for Effective Writing Skills in English – Level 2

Applying for this course:

To apply for this course, you should have completed compulsory schooling up to 65 years of age. Learners who have successfully achieved certification in Award in English for Foreigners Level 1, or have successfully passed a pre-test assessment in English approved by Jobsplus so as to determine the learner's level of competence in the language, are eligible to attend this course. 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 in each module, 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">✓ Be responsible for making polite requests using appropriate expressions such as “Can I have...?” and “Could I have...?” to facilitate effective communication.✓ Distinguish and comply with the appropriate use of “like” (preferences) and “would like” (requests) in both speech and writing to ensure clarity in interactions.✓ Use possessive pronouns and the determiner “whose” accurately to produce clear and contextually appropriate communication. | <ul style="list-style-type: none">✓ Use imperative forms appropriately to give clear instructions and manage tasks that require directive communication.✓ Differentiate and apply the Present Continuous and Present Simple tenses to ensure accurate description of ongoing versus habitual actions.✓ Apply common verb patterns and use correct word collocations to produce natural and effective communication.✓ Consolidate topic vocabulary and expressions by carrying out tasks involving guided writing and speaking. |
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✓ Create and apply basic compound nouns (e.g., bedroom, toothpaste) to expand vocabulary for practical language use. ✓ Carry out tasks that involve consolidating the use of Present Simple and Present Continuous tenses in spoken and written communication to manage everyday interactions effectively. ✓ Be responsible for expressing ability in the present and past using modal verbs “can,” “can’t,” “could,” and “couldn’t” accurately in communication. ✓ Create and produce affirmative, negative, and interrogative sentences in the Past Simple tense, including the correct use of irregular verbs.	✓ Monitor and revise simple texts to identify and correct common grammar, vocabulary, and structural errors to maintain communication accuracy. ✓ Define possessive pronouns and the determiner “whose,” and describe their correct usage in context. ✓ Identify and match common verb patterns (e.g., verb + -ing / to + infinitive) with appropriate verbs such as “like,” “want,” and “enjoy.”
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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 using appropriate linking words (e.g., and, but, so, although, because, when, until) to ensure coherence and logical flow when connecting ideas in communication. ✓ Deal with short written texts (e.g., emails, notices, messages) by identifying and responding to essential information in a clear and timely manner. ✓ Create and produce informal written communications, such as short emails, that include appropriate greetings, personal updates, and closings.	✓ Carry out tasks involving structured writing by integrating appropriate grammar and vocabulary in functional formats such as notes, messages, and brief narratives. ✓ Produce structured paragraphs (6–8 sentences) on familiar topics, ensuring correct grammar, logical sequencing of ideas, and appropriate use of linking words to maintain clarity.
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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 2 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.