

Assessment for Effective Communication 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 1 is of 18 hours duration
- Module 2 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 2. This will take the form of an oral assessment comprising of listening and reading exercises. 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 1 Learning Outcomes

- ✓ Comply with basic rules of English pronunciation when using the alphabet and numbers in spoken communication.
- ✓ Carry out tasks involving self-introduction and exchanging personal information in simple conversational settings.
- ✓ Deal with basic social interactions by using appropriate greetings and expressions in everyday situations.
- ✓ Ensure grammatical accuracy in constructing simple sentences using correct subject-verb agreement, pronouns, articles, and prepositions.
- ✓ Create short oral and written texts using familiar vocabulary and sentence structures.

- ✓ Produce brief, structured messages in English related to daily life, such as simple descriptions or introductions.
- ✓ Name common English vocabulary used in everyday situations (e.g., family, objects, days of the week).
- ✓ Identify frequently used expressions and their meanings in context.
- ✓ Sequence simple sentence components correctly to form grammatically accurate statements.
- ✓ Compose basic written sentences using correct grammar and punctuation.

✓ Be responsible for using appropriate vocabulary and expressions when describing personal and routine topics. ✓ Collaborate with peers during pair or group activities to practice basic dialogues and role-plays. ✓ Monitor their own use of common expressions and grammar in familiar communicative tasks to improve clarity.	✓ Arrange words and phrases in correct sequence to form meaningful statements and questions.
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Module 1 Assessment:

- This module will have ongoing assessment only that will take place throughout the module. The ongoing assessment may consist of:
Short presentations, role plays, or task discussion in pair work.

The ongoing assessment has a weighting of 10%. Pass mark for the ongoing assessment is 5/10

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 2 Learning Outcomes

✓ Deal with everyday spoken interactions such as asking for directions, ordering food, and making inquiries using clear and appropriate English. ✓ Comply with pronunciation standards to ensure intelligible and confident communication in routine situations. ✓ Carry out tasks that involve listening to and understanding basic instructions, signs, and short dialogues. ✓ Collaborate with others in role-plays and pair work to practice real-life conversations and build fluency. ✓ Ensure clarity and appropriateness when using 'wh' questions in spoken exchanges. ✓ Be responsible for choosing suitable language to communicate effectively in common scenarios like travel, shopping, and service interactions.	✓ Manage simple spoken exchanges using functional language such as requests, offers, complaints, and agreements. ✓ Create and perform short dialogues based on familiar everyday contexts. ✓ Tell the difference between formal and informal expressions used in everyday English. ✓ Write short dialogues or messages applying learned phrases and communication strategies. ✓ Operate in practical communication tasks, managing interaction smoothly and confidently.
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Module 2 Assessment:

- Assessment for this module consists of ongoing assessments which make up 10% of the total assessment. The ongoing assessment may consist of: Short presentations, role plays, or task discussion in pair work.
- **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.**
- The summative assessment will assess trainees' conversing skills, such as role playing, visual prompts, sentence structure/production.

Listening Assessment 40% – for the Listening, participants will listen to a passage of recorded speech and answer a number of questions related to it. Answers may include multiple-choice, true or false, matching and information transfer.

Oral Assessment 40% – the Oral would have these assessment points: vocabulary, sentence production, visual prompt and some role play.

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.