

Assessment for Effective Communication 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 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 in each module, 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. 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

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| ✓ Use and expand spoken vocabulary related to everyday themes (e.g., work, food, hobbies, body parts, clothing) to communicate effectively in routine interactions. | ✓ Ensure appropriate use of determiners with countable and uncountable nouns when producing written or spoken outputs. |
| ✓ Be responsible for producing grammatically accurate sentences in the Present Simple tense in spoken and written tasks, including affirmative, negative, and interrogative forms. | ✓ Deal with everyday situations by correctly using some, any, and how many? in questions and statements involving quantity. |
| | ✓ Use and apply possessive and demonstrative adjectives to create accurate and meaningful |

✓ Ensure appropriate use of adverbs of frequency when carrying out tasks that involve describing habitual actions. ✓ Use accurately the verbs to be and to have in present tense structures to create clear and correct communication. ✓ Construct and use yes/no and Wh- questions in the Present Simple tense to deal with everyday communication needs. ✓ Create sentences to describe personal information, family, and daily routines when engaging in structured communication tasks. ✓ Be responsible for the correct use of subject and object pronouns when collaborating in pair or group interactions.	spoken and written communication in familiar contexts. ✓ Be responsible for applying correct word order in affirmative, negative, and interrogative sentences to ensure clarity and accuracy in both written and spoken communication. ✓ Carry out tasks that involve constructing grammatically correct sentences using the Past Simple forms of to be and to have, particularly in routine work-related and social contexts. ✓ Use prepositions of place (e.g., in, on, under) and movement (e.g., into, out of, across) accurately to compose sentences relevant to everyday and workplace contexts.
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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

✓ Create simple spoken sentences to describe everyday topics such as work, food, hobbies, and physical appearance in social and workplace interactions. ✓ Deal with and respond appropriately to short dialogues and everyday spoken interactions to ensure effective communication. ✓ Express ideas clearly and carry out tasks in basic social situations such as making requests, giving directions, and expressing opinions. ✓ Read and produce grammatically accurate responses to short written passages relevant to everyday and work contexts. ✓ Describe surroundings and give clear directions related to location and movement to assist others in familiar environments.	✓ Apply basic communication strategies, such as agreeing or disagreeing politely, interrupting, expressing sympathy, making requests, or expressing complaints, to manage workplace interactions professionally. ✓ Use possessive and demonstrative adjectives appropriately in various contexts, including work settings, to create clear and effective communication. ✓ Read short written passages and prepare grammatically accurate responses in both spoken and written forms.
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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 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.