



**Adult Education and Training (AET)
Site-Based Assessment
Portfolio of Evidence**

Communication in English: NQF Level 1
Total: 50 marks
Duration: 8 hours
Task 2: Assignment

Learner Information

Name : _____
Surname : _____
**Identity/
Passport Number** : _____
Employee Number : _____
Company : _____
Centre : _____
Date : _____

Declaration

I declare that this portfolio of evidence is my own work: _____

Signature



INSTRUCTIONS

1. This assignment consists of **FOUR ACTIVITIES**.
2. Complete **ALL** the **ACTIVITIES**.
3. Adhere to the numbering used in this assignment.



ACTIVITY 1: LETTER

Your piece should be 1 page long.

You are responding to an advertisement in your local newspaper about a position as a receptionist at an ABET School in Diepsloot.

Write a formal letter to the HR Manager in response to the advertisement. You will send this letter along with a copy of your CV.

TOTAL MARKS FOR ACTIVITY 1

[10]



Organisation	3	
Grammar	3	
Content	4	
Total	10	



ACTIVITY 2: ESSAY

Write an essay of approximately 1 to 1½ pages on one of the following topics. Choose either Question 2.1 or 2.2.

- 2.1 “A bend in the road is not the end until you fail to make the turn. It is either you live in misery or in growth and embrace the lesson you have learnt from your greatest mistakes.”

Write an essay starting with the quoted statement. Give your essay a heading/title.

(15)

OR

- 2.2 “*South Africa has the biggest and most high-profile HIV epidemic in the world, with an estimated 7.2 million people living with HIV in 2017. South Africa accounts for a third of all the HIV infections in southern Africa.*” **AVERT**

Write an essay in which you give arguments for and against the South African Government’s efforts to eradicate the spread of HIV and AIDS in the country. Do you think that the government is doing enough?

(15)

TOTAL MARKS FOR ACTIVITY 2

[15]



ACTIVITY 3: ESSAY

Write an essay of approximately 1 to 1½ pages on one of the following topics. Choose either Question 3.1 or 3.2.

3.1 Having an education can change your life for the better.

(15)

OR

3.2 Study the cartoon below.



(Source: google/south African cartoons)

The cartoon above shows different political parties and politicians celebrating Democracy in South Africa.

Write an essay giving your own views and feelings on whether you think that South Africa has benefited in all areas in their 25 years of democracy.

(15)

TOTAL MARKS FOR ACTIVITY 3

[15]

ACTIVITY 4: CURRICULUM VITAE (CV)

Write your brief curriculum vitae (CV) that you are going to submit for a job application for a receptionist. Your CV must be 1 page long.

TOTAL MARKS FOR ACTIVITY 4**[10]**

TOTAL FOR TASK 2: 50 MARKS

	Activity	Maximum Mark	Learner's Mark	Moderated Mark
Task 2	Activity 1	10		
	Activity 2	15		
	Activity 3	15		
	Activity 4	10		
	Total: Task 2	50		

