



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

Communication in English: NQF Level 1
Total: 50 marks
Duration: 5 hours
Task 4: Oral Presentation

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



ACTIVITY 1: LISTENING COMPREHENSION

Your Facilitator will read a text/ passage to you. You must listen attentively to the text and answer all ten questions. You are encouraged to take notes whilst listening to the text.

TOTAL MARKS FOR ACTIVITY 1**[10]**

ACTIVITY 2: UNPREPARED READING

Your facilitator will select a text of between 100 and 200 words from the provided texts/passages and will ask you to read it aloud to the class.

You will be assessed using the rubric below.

CRITERIA				
<i>Reading Fluency</i>				
Voice/Volume/ Audibility	3	2	1	0
Tempo/Speed/Pace	3	2	1	0
Expression/ Tone to emphasise meaning	3	2	1	0
Confidence	3	2	1	0
Pronunciation	3	2	1	0
Total Marks				
Merit	Higher Credit	Credit	Threshold	Ungraded
15-12	10-9	8-6	5	4-0

TOTAL MARKS FOR ACTIVITY 2

[15]



ACTIVITY 3: UNPREPARED SPEAKING

Your facilitator will give you a topic to speak on. You will be given 5 minutes to speak on the topic.

TOTAL MARKS FOR ACTIVITY 3**[10]**

ACTIVITY 4: PREPARED SPEECH (ORAL PRESENTATION)**Duration: 2 hours preparation and 15 minutes presentation***Instructions*

1. Prepare a speech based on the investigation you conducted for Task 3, *The impact of the South African government's role in the supply of RDP Housing in the country and whether or not are they doing enough to solve the housing problem*. Your speech must be between 1 and 1 ½ pages long.
2. Prepare notes/ cue cards/ for your presentation. The points below will guide you in preparing your presentation:
 - Your content must make sense or be understandable.
 - Use proper language and grammar (no slang).
3. Present your speech to your teacher and classmates.
4. Your presentation should not take more than 10 minutes.

You will be assessed on the following criteria:

CRITERIA	MARKS			
Content and Language <ul style="list-style-type: none"> • Correct grammar is used. • Content is understandable and suitable. • Appropriate vocabulary is used 	4	3	2	1
Audibility <ul style="list-style-type: none"> • Clear voice projection. • Pronunciation is correct. 	3	2	1	
Audience interest <ul style="list-style-type: none"> • Speaker captures the interest of the audience. • Maintains eye contact with the audience. 	3	2	1	
Use of cue cards and notes <ul style="list-style-type: none"> • Notes are used properly (no fumbling). • Not reading the notes but presenting 	3	2	1	
Length of the presentation <ul style="list-style-type: none"> • Presentation is completed within the allocated time. • Presentation is not too long or too short 	2		1	
Total	15			

TOTAL MARKS FOR ACTIVITY 4**[15]**

TOTAL FOR TASK 4: 50 MARKS

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

