

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT	Skill B1
		Eval.:

Surname:	First name:	Date:
Skill B:	Find out – collect information	Level: 1
Conditions:	Time allowed: 1hr 30mn	Dictionary allowed

Operational aims	Codes	Success criteria	Evaluation	
			Learner	Teacher
Fix objectives before collecting information; use the knowledge you already have; ask yourself the right questions.	B1-11	<u>Part 1</u> Have written at least 10 words about the given situation.		
Take into consideration your own representations and expand them prior to the initial questioning.	B1-12	<u>Part 2</u> Have written at least 3 relevant questions about the situation.		
Find any differences between the initial questions and the answers given.	B1-13	<u>Part 3</u> Have remembered everything in the list drawn up in part 1 and have eliminated from this list the materials supplied by the brother-in-law.		
Ask questions about a simple document: Find out and note down specific information in a simple document in order to answer yes/no questions.	B1-32	<u>Part 4</u> Have written the 4 numbers required without forgetting any and without getting the numbers wrong.		
Classify documents according to one single criterion.	B1-22	<u>Part 5</u> Have written the classification correctly, from the shortest to the longest without making any mistakes in the numbers.		
Find discrepancies between the questions asked and the answers given.	B1-31	<u>Part 6</u> Have underlined the right answer in both cases.		
Use a simple classifying system.	B1-21	<u>Part 7</u> Have put the tasks in chronological order without making any mistakes.		