

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT	Skill B3
		Eval.:

Surname:	First name:	Date:
Skill B:	Find out – collect information	Level: 3
Conditions:	Time allowed: 2hrs	Dictionary allowed

Operational aims	Codes	Success criteria	Evaluation	
			Learner	Teacher
Do research requiring the use of several documentary tools and find the relevant information.	B3-11	<u>Part 1</u> Have filled in the chart correctly. No mistakes allowed.		
		<u>Part 2</u> Have suggested restaurants open on the days when the guests are present. Have made no mistakes in days and times of meals nor in number of people.		
Do research requiring the use of Internet.	B3-12	<u>Part 3</u> Have ticked the right result.		
Find and note down specific information in a document in order to answer open questions.	B3-31	<u>Part 4</u> Have answered all the questions using the comments from the public.		
Classify a series of information (for/against; negative/positive; causes/consequences; inclusion/exclusion: informative document/illustrative document, etc.). Analyse and exploit the specific sections in the press.	B3-21	<u>Part 5</u> Have classified all the articles according to the different categories required.		
		B3-32 Have taken into account all the articles given.		
Take notes from simple information.	B3-33	<u>Part 6</u> Have taken quick notes, giving the main points of the guest's comments and keeping to 30 words.		