

Student Name: _____**Class:** _____**Student ID:** _____**Date:** {{DATE}}

Assessment Details

Duration: 30 minutes	Total Marks: 100
Topics Covered:	<ul style="list-style-type: none">• Basic Conversation Etiquette• Greetings and Introductions• Active Listening Skills• Nonverbal Cues• Simple Discussions

Instructions to Students:

1. Read all questions carefully before attempting.
2. Show all working out - marks are awarded for method.
3. Write your answers in the spaces provided.
4. If you need more space, use the additional pages at the end.
5. Time management is crucial - allocate approximately 1 minute per mark.

Section A: Multiple Choice [20 marks]

Question 1

[2 marks]

What is the appropriate greeting to use when meeting someone for the first time?

A) Hello, how are you?

B) Hi, what's up?

C) Hey, long time no see!

D) Goodbye, see you later!

Question 2

[2 marks]

Which of the following is an example of active listening?

A) Interrupting the speaker

B) Maintaining eye contact

C) Checking your phone

D) Talking to someone else

Question 3

[2 marks]

What is the purpose of using nonverbal cues in a conversation?

A) To show boredom

B) To show interest

C) To show aggression

D) To show indifference

Question 4

[2 marks]

How would you introduce yourself to someone new?

A) By saying your name and asking for theirs

B) By asking for their name and not saying yours

C) By talking about the weather

D) By talking about your favorite hobby

Question 5

[2 marks]

What is the importance of using formal greetings in a professional setting?

A) To show respect

B) To show friendliness

C) To show boredom

D) To show indifference

Question 6

[8 marks]

Describe a situation where you would use a formal greeting.

Question 7

[8 marks]

What are some common nonverbal cues that indicate someone is interested in a conversation?

Question 8

[8 marks]

How would you handle a situation where someone is not listening to you?

Question 9

[8 marks]

What is the importance of maintaining eye contact during a conversation?

How would you introduce a friend to someone new?



Question 11

[40 marks]

Imagine you are attending a school event and you meet someone new. Describe how you would introduce yourself, engage in a conversation, and use active listening skills.



Marking Guide

Multiple Choice Questions: 1 point for each correct answer

Short Answer Questions: 2 points for each answer that meets the requirements (clear, concise, and relevant)

Essay Question: 5 points for content (relevance, clarity, and coherence), 3 points for organization and structure, and 2 points for language use (grammar, vocabulary, and spelling)

Teaching Tips and Differentiation Options

Provide explicit instruction and feedback on conversation skills and etiquette

Encourage students to practice active listening and engage in simple discussions

Use authentic materials and real-life scenarios to make the learning experience more relevant and engaging

Offer opportunities for students to reflect on their own learning and set goals for improvement

For students with visual impairments: provide large print or braille versions of the assessment, or offer assistive technology such as text-to-speech software.

For students with hearing impairments: provide a sign language interpreter or offer written instructions and questions.

For English language learners: provide bilingual versions of the assessment or offer additional time to complete the assessment.

For students with learning difficulties: provide additional support and accommodations, such as a reader or scribe, or offer extra time to complete the assessment.

This assessment will provide evidence of students' knowledge and skills in the following areas:

- Understanding of basic conversation etiquette
- Ability to identify and use appropriate greetings and introductions
- Practice of active listening skills
- Recognition of nonverbal cues
- Engagement in simple discussions

Feedback Opportunities

This assessment will provide opportunities for feedback in the following areas:

- Content knowledge: students will receive feedback on their understanding of conversation skills and etiquette
- Language use: students will receive feedback on their language use, including grammar, vocabulary, and spelling
- Organization and structure: students will receive feedback on the organization and structure of their writing

Note: The feedback will be provided in a timely and constructive manner, with suggestions for improvement and opportunities for students to reflect on their own learning.