



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE  
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

**Adult Basic Education and Training (ABET)  
Site-Based Assessment (SBA)  
Portfolio Of Evidence**

**Communication in English:** NQF Level 1  
**Total:** 30 marks  
**Duration:** 5 hours  
**Task 3:** Oral Presentation  
**Number of pages:** 7 pages

**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 task consists of **FOUR ACTIVITIES**.
2. Complete **ALL ACTIVITIES**.





**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.

<b>CRITERIA</b>				
<b>Reading Fluency</b>				
Voice/Volume/ Audibility	2	2	1	0
Tempo/Speed/Pace	2	2	1	0
Expression/ Tone to emphasise meaning.	2	2	1	0
Confidence	2	2	1	0
Pronunciation	2	2	1	0

<b>MARK ALLOCATED</b>				
Merit	High Credit	Credit	Threshold	Ungraded
<b>10-9</b>	<b>8-7</b>	<b>6-4</b>	<b>3</b>	<b>2-0</b>

**Total Marks for Activity 2**

**[10]**



**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.

You will be assessed using the rubric below.

<b>CRITERIA</b>	<b>Merit 5-4</b>	<b>High Credit 3</b>	<b>Credit 2</b>	<b>Ungraded 1-0</b>
Content	Shows impressive and critical insight into the topic.	A clear understanding of the topic; interesting response.	Some understanding of the topic. Gaps in response.	Little/No understanding of the topic. Content poor.
Language and audibility	Outstanding. Fluent response.	Good. Able to respond without preparation.	Satisfactory. Few pauses.	Poor. Pauses frequently to think.

<b>MARK ALLOCATED</b>

**Total Marks for Activity 3**

**[5]**



**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 2, “*Load shedding was first introduced by Eskom in 2007 as an emergency measure. But in the past few years, it has developed into a near-permanent situation in some parts of South Africa.*” 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			MARK ALLOCATED
Content and Language <ul style="list-style-type: none"> <li>• Correct grammar is used.</li> <li>• Content is understandable and suitable.</li> <li>• Appropriate is used vocabulary</li> </ul>	3	2	1	
Audience interest <ul style="list-style-type: none"> <li>• The speaker captures the interest of the audience.</li> <li>• Maintains eye contact with the audience.</li> </ul>	2	1		
Use of cue cards and notes <ul style="list-style-type: none"> <li>• Notes are used properly (no fumbling).</li> <li>• Not reading the notes but presenting</li> </ul>	2	1		
Length of the presentation <ul style="list-style-type: none"> <li>• Presentation is completed within the allocated time.</li> <li>• Presentation is not too long or too short</li> </ul>	3	2	1	
<b>Total</b>	<b>10</b>			

**Total Marks for Activity 4**

**[10]**



**TOTAL FOR TASK 3: 30 MARKS**

	<b>Activity</b>	<b>Maximum Mark</b>	<b>Learner's Mark</b>	<b>Moderated Mark</b>
<b>Task 3</b>	<b>Activity 1</b>	<b>5</b>		
	<b>Activity 2</b>	<b>10</b>		
	<b>Activity 3</b>	<b>5</b>		
	<b>Activity 4</b>	<b>10</b>		
	<b>Total: Task 3</b>	<b>30</b>		

