



SOUTH AFRICAN COMPREHENSIVE ASSESSMENT INSTITUTE  
SUID-AFRIKAANSE KOMPREENSIEWE ASSESSERINGSINSTITUUT

**Adult Basic Education and Training (ABET)  
Site-Based Assessment  
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**



## INSTRUCTIONS

1. This assignment consists of **FOUR ACTIVITIES**.
2. Complete **ALL** the **ACTIVITIES**.



**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]**

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**ACTIVITY 2: UNPREPARED READING**

Your Facilitator will select a text of between 100 and 200 words. From the provided texts / passages, you will be asked to read it aloud to the class.

You will be assessed using the rubric below.

<b>CRITERIA</b>				
Reading Fluency				
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
<b>Total Marks</b>				
Merit	Higher Credit	Credit	Threshold	Ungraded
<b>15-12</b>	<b>10-9</b>	<b>8-6</b>	<b>5</b>	<b>4-0</b>

**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 South African government's role in the fight against Covid-19. Has the South African Government done enough to fight the pandemic, the job losses due to the pandemic and is the Government supplying sufficient medical assistance to the Nation?* Your speech must be between 1 and 1 ½ pages long (write the speech on the space provided on pages 9 and 10).
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			
	4	3	2	1
Content and Language <ul style="list-style-type: none"> <li>• Correct grammar is used.</li> <li>• Content is understandable and suitable.</li> <li>• Appropriate vocabulary is used</li> </ul>	4	3	2	1
Audibility <ul style="list-style-type: none"> <li>• Clear voice projection.</li> <li>• Pronunciation is correct.</li> </ul>	3	2	1	
Audience interest <ul style="list-style-type: none"> <li>• Speaker captures the interest of the audience.</li> <li>• Maintains eye contact with the audience.</li> </ul>	3	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>	3	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>	2		1	
<b>Total</b>	<b>15</b>			

**TOTAL MARKS FOR ACTIVITY 4**

**[15]**







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**TOTAL FOR TASK 4: 50 MARKS**

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

