**Assessment Task for Listening & Integrated Skills**

**Topic: Jobs**

***Data File***

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**Note Sheet**

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| **Case 1** |
| **Problem:**The applicant could not tell the interviewer anything about the company. | **Solution/advice:** |
| **Case 2** |
| **Problem:**  | **Solution/advice:** |
| **Case 3** |
| **Problem:** | **Solution/advice** |
| **Case 4** |
| **Problem:** | **Solution/advice** |
| **Case 5** |
| **Problem:**  | **Solution/advice:** |

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| **Further advice** |
| **Before an interview*** Think about the questions that the interviewer might ask you.
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**During an interview***
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**Note Sheet**

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| **Cover Letter**Names, addresses and dateOpening paragraphBody paragraphsFinal paragraphClosing  |

*Data File 1*

**Advertisement for a job in which Leo is interested**

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| **FIT FOR LIFE GYMS**We are looking for the right young person to fill the part-time post of **ASSISTANT TO THE SENIOR TRAINER**The successful applicant must* have a deep interest in health and fitness;
* be able to help with martial arts training;
* be able to communicate with our local, Mainland and international members;
* be able to keep computer records for our members;
* have had some relevant work experience;
* be a holder of a First Aid certificate;
* be punctual and responsible;
* have a friendly personality; and
* make sure our members have an enjoyable experience every time they come for their exercise.

Pay will depend on experience and qualifications. We offer a fun working environment and opportunities to learn about the fitness business. Send applications (CV & cover letter) toRichard TamFit For Life Gyms (Kowloon Branch)Room 490, 4/FGrace Building356 Nathan RdKowloonClosing date: May 28th 2017 Personal data given by the applicants will be used only for job application purposes. |

*Data File 2*

**Letter from Kowloon Wing Chun Association to Leo**

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| --- |
| **Kowloon Wing Chun Association** 3 Isabelle Drive, North Point  2 Dec 2015Mr Leo TangFlat 32A, Genie Park38 Queen’s Road WestHong KongDear Mr Tang,I’m pleased to inform you that you have passed the Level 8 Examination. The certificate will be posted to you by 31 Dec 2015. Please feel free to contact me at 2866 1234 for enquiries.Yours sincerely,Ron WongExecutive Officer |

*Data File 3*

**Email from Leo to the Career Advisor of *Teen Power***

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| --- |
| From: leothefit@gmail.comTo: karenlee@teenpower.comSubject: Advice on Admission InterviewDear Karen,I have been called for an interview for admission to the Sports Science Programme at King’s University. Could you give me some advice on how to prepare for the interview? I can be reached at 9046 5788. Thanks very much.Regards,Leo |

*Data File 4*

**Extracts from Leo’s Student Learning Profile**

|  |
| --- |
| **PHYSICAL DEVELOPMENT** |
| PE Grades S4: A S5: A S6: ATeams Basketball Athletics Squash Football (Captain)Distance running ClubsAthletics, Basketball, Distance Running (Chairperson), Football (Secretary), Tennis (Treasurer)Sports AwardsSports Days: 35 gold medals, 41 silver medals and 53 bronze medals from S1 to S6Sports Boy of the Year 2014, 2015, 2016 |

|  |
| --- |
| **CAREER-RELATED EXPERIENCES** |
| Annual visits to the HKTDC Education and Careers ExpoTour of SCMP officesVisit to Swire’s PlantTour of Grand Hyatt HotelParticipation in careers seminars with old students of the schoolParticipation in the school’s summer vacation sports coaching programme Summer vacation job at Marvel Fitness Centre, Shatin (5 weeks)Summer vacation job at Kowloon Tong Sports Centre (4 weeks) |

*Data File 5*

**Certificate awarded to Leo**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| ***Certificate of Completion*** **This certificate is awarded to** **Leo Tang****for successfully completing the following components in** **the First Aid course:** |

|  |  |
| --- | --- |
| a. | Principles of First Aid & Action at an Emergency  |
| b. | Bleeding and Control Bleeding  |
| c. | Recognition and Management of Shock and Fainting  |
| d. | Recognition and Management of Heart Attack  |
| e. | Recognition and Management of Fractures  |
| f. | A Standard First-Aid Kit  |
| g. | Adult CPR  |
| h. | History of Hong Kong St. John Ambulance and its Activities  |

Date: 29 January 2016 Charles Lee  President of St. John Ambulance |

*Data File 6*

**Leo’s final school report**

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| **TAI PO PROGRESS COLLEGE** |
| Name: Leo Tang March 2017Class: 6B |
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|  |  |
| --- | --- |
| Subject | Level Remarksobtained |
| Chinese Language  | 5 |
| English Language  | 5 |
| Mathematics | 4 |
| Liberal Studies | 4 |

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| --- | --- | --- |
| Economics | 3 |  |
| Biology | 4 |  |
| Information and Communication Technology | 5\* | Prize for first in the subject |

 |
| Post(s) held:* Senior Prefect (S6)

Award(s):* Special Award for Punctuality (S1-S6)
 |
| Overall Remarks:We will miss having Leo in the school. He has developed into a responsible, organised and intelligent young man. He has many strengths. He is a fluent speaker of Cantonese, English and Putonghua. He is a superb sportsman, and he has an attractive personality, being warm and friendly to all. We look forward to hearing of all his future successes.  **W. Cheung**Class Teacher |

**END OF THE DATA FILE**

**Annotated Data File**

**Assessment Task for Listening & Integrated Skills**

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***Data File***

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*Data File 5*

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