Unit 1, Module 2 – Interview Task

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| **Excelling** | Uses five or more reputable sources to collect information | Uses eye contact most of the time | Is able to answer all class questions with explanation and elaboration | Demonstrates strong enthusiasm about the topic during the entire presentation | Creates ten or more open- ended possible interview questions | Demonstrates strong communication skills, using a clear voice, engaging in conversation, actively listening, demonstrating the importance of interview questions as well as recording the interview | Responses include all of the following elements in detail: current workplace issues, wage agreements, roles and responsibilities of employer and employees and risk control measures |
| Addresses all criteria in detail | Speaks with fluctuation in volume and tone to interest audience and emphasis key points | Includes at least five examples, facts, and/or statistics to support conclusions/ ideas with evidence | Significantly increases audience understanding and knowledge of topic | All interview questions were addressed, the student further questioned the café owner for clarification/ elaboration |
| Has created cue cards | Presentation is structured in a logical way, with a clear beginning, middle and end, with the use of headings and subheadings | Convinces the audience to recognise the validity and importance of the topic |
| **Achieving** | Uses two or more reputable sources to collect information | Uses eye contact more than half the time | Is able to answer all class questions with ease, without elaboration | Demonstrates some enthusiastic feelings about the topic | Creates ten open-ended possible interview questions | Demonstrates communication skills, using a clear voice, engaging in conversation, actively listening, demonstrating the importance of interview questions | Responses include all of the following elements: current workplace issues, wage agreements, roles and responsibilities of employer and employees and risk control measures |
| Addresses all criteria | Speaks with some variation in tone and volume | Includes at least two examples, facts, and/or statistics to support conclusions/ ideas with evidence | Raises audience understanding and awareness of most points | All interview questions were addressed |
| **Satisfactory** | Uses one reputable source to collect information | Uses eye contact less than half the time | Is uncomfortable with information, only able to answer simple class questions | Show some interest in the topic | Creates more than five possible interview questions, not all of which are open ended | Demonstrates limited communication skills, voice is quiet and level of engagement in conversation is lacking, half or more of the interview questions addressed | Responses include two of the following elements: current workplace issues, wage agreements, roles and responsibilities of employer and employees and risk control measures |
| Addresses more than half the criteria | Speaks with uneven volume and tone | Includes three pictures related to content in presentation | Raises audience understanding and knowledge of some points |
| **Not yet satisfactory** | Uses one reputable source to collect information | Holds no eye contact with audience | Does not have a grasp of information, not able to answer class questions | Shows no interest in the topic | Creates less than five ‘yes/no’ questions for interview | Demonstrates limited communication skills and needs assistance when asking interview questions, less than half the interview questions addressed | Responses include one of the following elements: current workplace issues, wage agreements, roles and responsibilities of employer and employees and risk control measures |
| Addresses less than half the criteria | Speaks in low volume and monotonous tone | Includes one picture related to content in presentation | Fails to increase audience understanding of knowledge of topic |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **PowerPoint presentation (barista)** | **Delivery** | **Content/ organisation** | **Enthusiasm/audience awareness** | **Interview questions** | **Participation in interview** | **Interview responses** |
| **Activity 3** | **Activity 3 – Presentation** | | | **Activity 4** | | |