



Aspley State High School
Key Learning Area: English
Junior Assessment Task Sheet

Writing & Shaping
Level 6

Date of issue: _____
Year Level: 10

Unit Title: The Real World

Teacher: _____

Student Name: _____

Class: _____

Task:

You must select one job from the Employment Guide and in response to the advertised position, write either:

- (a) A letter of application, **or**
- (b) A statement responding to the key selection criteria

Along with either written response, you must also submit a full **résumé** to highlight your suitability for that particular job.

Context: Submitted in response to an advertised position

Form: Letter of Application, *or* Statement responding to the Selection Criteria
Résumé

Audience: Prospective Employer

Purpose: To enhance career prospects by developing appropriate skills; to identify personal skills and experiences that may be beneficial in gaining employment.

Conditions:

- Two weeks' notice of task
- Class and home time for preparation of tasks
- When possible, access to computers will be provided

Length: 400 - 600 words

Draft Due Date: _____

Final Due Date: _____

Criteria Checklist

In this task, it is expected that students are working towards demonstrating aspects of the following Writing and Shaping Outcomes:

Cultural 6.3 Students select details and elaborate subject matter to explore complex social issues, achieve purposes and appeal to, and maintain appropriate relationships with, specific and general audiences, and respond appropriately to demands of different contexts and modes and mediums to construct literary, mass media and everyday texts, including analytic expositions.

Operational 6.3 Students use and experiment with patterning of textual resources, including generic structures, paragraphs, clauses, active and passive voice, imagery, vocabulary, and visual resources to influence audiences; control subject-verb agreement, tense, spelling and punctuation to maintain meaning across extended texts; and maintain cohesion using a range of relative pronouns and text connectives.

Critical 6.3 Students construct textual representations of people, places, events, things and concepts by drawing on competing discourses and selectively making choices about inclusion, exclusion or emphasis of certain aspects of subject matter in order to accommodate or resist audience expectations.

		Criteria				
		A	B	C	D	E
CULTURAL	<ul style="list-style-type: none"> Application reflects your understanding of the skills and processes involved in seeking employment. Used features of an application letter/resume to highlight your strengths for your prospective employer. 					
OPERATIONAL	<ul style="list-style-type: none"> Organised application letter/resume appropriately for job for which you are applying. Understood conventions for creating and submitting a resume/application letter. Used appropriate language, tone and vocabulary to enhance your resume/application letter. Used space, layout, headings and templates to direct your audience's attention to your strengths, experience and goals in your resume. Used conventional spelling, punctuation, formal tone and avoided slang. 					
CRITICAL	<ul style="list-style-type: none"> In constructing your resume/application letter you have demonstrated that you understand that texts can convey meanings that are not directly stated. Selected subject matter that reflects your strengths and experiences and downplayed your weaknesses (if any). 					

Comments: _____

Teacher's signature: _____

Date: _____

Result: