

# Life Orientation

## Grade 10



### Term 4 task

## Work Shadowing Assignment

Due Date: Monday, 20 October 2020

Total: 75 marks

### Instructions:

**a. Written report (due - first LO lesson after Work-shadow week):**

Type your work (Stages 1-3, see below) on A4 paper and present your work as one would for a business report. [50]

**b. Oral presentation (in LO lessons immediately after your Work-shadow week):**

Present your work-shadow experience to the class in **4-5 minutes**.

Use **visuals** – if PowerPoint then max. 6 slides **on a USB-stick**.

Refer to the assessment rubric on back page for the requirements. [25]

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### Written report structure

#### **Stage 1: Before the work-shadow programme:**

- 1.1 Write down where you will be doing your work-shadowing and why you chose this place/establishment? (3)
- 1.2 Write down your expectations/your hopes about this work shadowing? (3)

#### **Stage 2: During the work-shadow programme:**

- 2.1 Write a diary about the work you did and the tasks you've been given. You should have at least four entries. (4x3 = 12)
- 2.2 Create the opportunity to conduct an interview with an employer or employee. Prepare five to ten questions about the job, the working conditions and opportunities for furthering one's career. Conduct the interview within your work-shadowing programme and summarize the results. (10)

#### **Stage 3: After the work-shadow programme:**

Write an evaluation of your experience with the following as guidelines:

- 3.1 Have your hopes and expectations been fulfilled? Explain. (2)
- 3.2 What did you like/dislike? (2)
- 3.3 Is this the right job/career field for you? Justify your answer. (2)
  - 3.3.1 What are your strengths as applied to this field of career? (2)
  - 3.3.2 What are your weaknesses? (2)
- 3.4 What did you learn from this experience? (2)
- 3.5 What academic qualifications (secondary and tertiary education) and experience are needed to qualify in this field of work? (4)
- 3.6 What kind of recommendation would you give to others when considering the work shadowing experience? (2)

#### **Stage 4: Letter of recommendation** (4) [50]

Learner's name: \_\_\_\_\_

**Assessment rubric for oral presentation**

	0	1	2	3	4	5	
<b>1. Body language</b> - eye contact with audience - controlled hand motion - relevant facial expression - showing confidence		poor	limited	adequate	good	excellent	
<b>2. Voice control and language use</b> - good voice projection - relevant emphasis or enthusiasm - complete sentences - no stammering - good vocabulary		poor	limited	adequate	good	excellent	
<b>3. Time adherence and overall impression</b> - 4-5 minutes - usage of visuals - interesting and informative - keeps audience attentive		poor	limited	adequate	good	excellent	
	0	1-2	3-4	5-6	7-8	9-10	
<b>4. Content</b> - Where, what and why? - Expectations - Some activities described - Likes and dislikes - Own strengths and weaknesses - What did you learn? - What academic qualifications and experiences are needed? - Right job for you? - Expectations met?	none	Only 1-2 points well explained	3-4 points well explained	5-6 points well explained	Not all but at least 7 points well explained	All points mentioned and well explained	
					<b>TOTAL [25]</b>		

**Mark allocation:**

Written report	/50
Oral presentation	/25
<b>TOTAL</b>	<b>/75</b>

%
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**Comments (if needed):**

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