



**RESPECT | RESPONSIBILITY | PERSONAL BEST**

<b>Faculty:</b> English	<b>Course:</b> Year 11 English Studies
<b>Teacher/s:</b> Mrs Sutherland	<b>Email:</b> kylie.sheaves@det.nsw.edu.au
<b>Task Number:</b> 1	<b>Task Title:</b> Resume and Interview
<b>Weighting:</b> 30%	<b>Due Date:</b> Week 8 - Term 1 Monday 18/3/24

**Syllabus Outcomes Assessed - English Studies**

- ES11-1 A student comprehends and responds to a range of texts, including short and extended texts, literary texts and texts from academic, community, workplace and social contexts for a variety of purposes
- ES11-3 A student gains skills in accessing, comprehending and using information to communicate in a variety of ways
- ES11-10 A student monitors and reflects on aspects of their individual and collective processes in order to plan for future learning

**21st Century and Employment Related Skills**

<input checked="" type="checkbox"/>	Communication	<input checked="" type="checkbox"/>	Use of Technology
<input checked="" type="checkbox"/>	Critical Thinking	<input checked="" type="checkbox"/>	Self-Reflection and Refinement
<input type="checkbox"/>	Creativity	<input type="checkbox"/>	Problem Solving
<input type="checkbox"/>	Collaboration	<input checked="" type="checkbox"/>	Initiative and Enterprise
<input checked="" type="checkbox"/>	Planning and Organisation	<input type="checkbox"/>	Cross-Cultural Understanding

**Time Allowed** The theory component of this task will be completed during lessons allocated by the classroom teacher.

**Assessment Criteria (Resume)**

You will be assessed on your ability to:

- Compose a resume that is written for a particular purpose, audience and context.
- Use grammatical features cohesively and accurately to link ideas and information
- Use language and form, including layout, spelling and language, that is appropriate for purpose and audience

**Assessment Criteria (Mock Interview)**

You will be assessed on your ability to:

- Respond to interview style questions
- Present yourself in a professional manner (including full school uniform or appropriate interview attire, make-up that is fit for purpose, clean and tidy hair etc)
- Communicate using eye contact, voice control and language that is appropriate for purpose

## Submission Instructions

You are required to submit a hard copy **AND** an electronic version of your resume. The hard copy is to be submitted to the library **prior to 8.15am on Monday 18th March**. The electronic version of your task is to be submitted prior to **8.15am on Monday 18th March**

A Google classroom has been created for your electronic task submission: the code is **cwh3ah4**  
Interviews will take place during your scheduled English lessons in Weeks 8 and 9.

**Task Description** The assessment task for this module aims to prepare you for your future in the workforce.

### PART A: Resume (20 possible marks)

1. You are required to find a job advertisement for a position that is relevant to your career goals. The position that you are applying for will be the focus of your application and mock interview.
2. It is compulsory to include a copy of the job advertisement and its link with your assessment task. Your teacher will provide a cover sheet for you to fill out and attach to your task.
3. You are required to create a resume that specifically applies for the position identified above. Your application needs to outline your relevant qualifications and work history. Your classroom teacher will provide a scaffold for you to use.
4. The resume component of the task needs to adhere to the following guidelines:
  - The resume can be a maximum of two (2) pages (excluding the cover page)
  - All written components **MUST** use either Arial or Calibri in a 12 point font
  - All written components **MUST** have a margin of 0.5 (inches)
  - All written components **MUST** use 1.15 line spacing

### PART B: Mock Interview (10 possible marks)

1. You will participate in a mock interview for the position that you have selected.
2. Your classroom teacher will provide you with a scheduled interview time.
3. You will be issued with the questions that you will be required to answer and allocated eight (8) minutes to prepare your responses.
4. Your interview will commence after the ten minute preparation time and will go for approximately eight (8) minutes.
5. Please note, as with any job interview, appearance is important, you are expected to wear **FULL** school uniform.

<b>Marking Guidelines (Resume)</b>	<b>Grade</b>	<b>Mark</b>
<ul style="list-style-type: none"> <li>Composes a highly relevant and effective resume that is written for a particular purpose, audience and context.</li> <li>All grammatical features are used cohesively and accurately to link ideas and information</li> <li>All language choices are highly effective and form (including layout and spelling) is consistently appropriate for purpose and audience</li> </ul>	A	17-20
<ul style="list-style-type: none"> <li>Composes a relevant and effective resume that is written for a particular purpose, audience and context.</li> <li>Most grammatical features are used cohesively and accurately to link ideas and information</li> <li>Most language choices are effective and form (including layout and spelling) is appropriate for purpose and audience</li> </ul>	B	13-16
<ul style="list-style-type: none"> <li>Composes a resume that is generally written for a particular purpose, audience and/or context and includes some relevant information.</li> <li>Some grammatical features are used cohesively and accurately to link ideas and information</li> <li>Some language choices are effective and form (including layout and spelling) is somewhat appropriate for purpose and audience</li> </ul>	C	9-12
<ul style="list-style-type: none"> <li>Composes a basic resume that might not include all relevant information</li> <li>Grammatical features lack cohesion and struggle to link ideas and information</li> <li>Language choices are mostly ineffective and form (including layout and spelling) is not appropriate for purpose and audience</li> </ul>	D	5-8
<ul style="list-style-type: none"> <li>Composes a limited resume that is significantly lacking relevant information</li> <li>Grammatical features lack cohesion and do not link ideas and information</li> <li>Language choices are ineffective and form (including layout and spelling) is not appropriate for purpose and audience</li> </ul>	E	1-4
<ul style="list-style-type: none"> <li>Non-attempt or non-serious attempt</li> </ul>	N	0

<b>Marking Guidelines (Mock Interview)</b>	<b>Grade</b>	<b>Mark</b>
<ul style="list-style-type: none"> <li>Highly effective and relevant responses to interview style questions</li> <li>Excellent personal presentation (including full school uniform, make-up that is fit for purpose, clean and tidy hair etc)</li> <li>Highly effective communication, using eye contact, voice control and language that is always appropriate for purpose</li> </ul>	A	9-10
<ul style="list-style-type: none"> <li>Effective and mostly relevant responses to interview style questions</li> <li>Appropriate personal presentation (including full school uniform, make-up that is fit for purpose, clean and tidy hair etc)</li> <li>Effective communication, using eye contact, voice control and language that is appropriate for purpose</li> </ul>	B	7-8
<ul style="list-style-type: none"> <li>Some relevant responses to interview style questions</li> <li>Somewhat appropriate personal presentation (including full school uniform, make-up that is fit for purpose, clean and tidy hair etc)</li> <li>Sound communication, with some eye contact, voice control and language that is sometimes appropriate for purpose</li> </ul>	C	5-6
<ul style="list-style-type: none"> <li>Basic responses to interview style questions</li> <li>Generally inappropriate personal presentation (including full school uniform, make-up that is fit for purpose, clean and tidy hair etc)</li> <li>Basic communication, with minimal eye contact, voice control and language that is generally inappropriate for purpose</li> </ul>	D	3-4
<ul style="list-style-type: none"> <li>Limited responses to interview style questions</li> <li>Inappropriate personal presentation (including full school uniform, make-up that is fit for purpose, clean and tidy hair etc)</li> <li>Limited communication, with minimal eye contact, voice control and language that is inappropriate for purpose</li> </ul>	E	1-2
<ul style="list-style-type: none"> <li>Non-attempt or non-serious attempt</li> </ul>	N	0

# Year 11 MOCK INTERVIEW SCHEDULE - TASK 1

Monday 18th March DUE DATE			
Wednesday 20th March - Period 2			
1	BAIGENT Madden	4	MARTIN Haylei
2	BARAKAT Jai	5	HESLING Kyden
3	BEMAN Zeplin	6	MILLAR Ty
Thursday 21st March - Period 1			
1	BENTZEN Diahanne	4	NOBLE Montanna
2	BOWERS Steph	5	O'NEIL WILLIAMS Blake
3	CAMERON Joshua	6	PEARSON Skye
Friday 22nd March - Period 3			
1	DIMOVSKI Alexander	4	REID Jesse
2	DRIES Akeisha	5	RENSHAW Benjamin
3	DYBALL-HODGSON Jaiden	6	STOPPANI Jai
Monday 25th March - Period 4			
1	EDWARDS John	4	WILLIAMS Tenika
2	FAULKS Caitlin	5	WILLIS Raven
3	FLEMMING Sean	6	WOODS Hayden
Tuesday 26th April - Period 3			
1	FROST Jessica	4	MALINOWSKI Amelia
2	HARPER Chloe	5	MARSHALL Kailie
3	HARVEY Rachel	6	LEVASA Dyrius
Thursday 27th April - Period 2			
1	KINNANE Reygahn	4	
2	McALPINE Taleah	5	
3	LOVE Isabell	6	