

THE OPEN UNIVERSITY OF SRI LANKA
PROGRAMME IN PROFESSIONAL ENGLISH - 2007/ 2008
COMMUNICATION SKILLS II - (LSC 2202) - PART - B
ORAL EXAMINATION

Instructions to all Examiners:
READ CAREFULLY BEFORE YOU BEGIN

1. **Marking:** A panel will consist of 2 examiners. A detailed mark sheet/s will be given to both examiners.
- i) Please fill this in **carefully** and clearly. (**Candidate's Registration number and Index Number should be written correctly on this sheet.**)
 - ii)
 - (a) Each examiner should fill in a separate mark sheet
 - (b) When the test is over, prepare a **common mark sheet** in the manner given below.
Add the two sets of marks in each column provided to enter marks and divide by 2 (average mark)
Enter these marks on the new mark sheet.
 - iii) Panel of examiners must sign all mark sheets.
 - iv) **Centre must be indicated.**
 - v) Please fill in the columns provided for Age, Gender, Ethnic group (PLEASE **GUESS** the required information. DO NOT **ASK** the candidate.)

Please check the Student's Record Book and enter the Registration Number in the Mark Sheet.

2. **Timing:** Maximum time for both candidates is ideally 6 - 8 minutes.
DO NOT WASTE TIME: because
- a) if Candidate is good - you will realise it
 - b) if Candidate is weak - you cannot help by prolonging oral examination.

Note that this timing will help you test 20 candidates per hour. **TRY TO KEEP TO THIS.**

3. **Objectives**
- Remember you are looking for **fluency** in speech. Candidates who
- i) hesitate
 - ii) repeat themselves
 - iii) show lack of vocabulary
 - iv) do not know their grammar
- must be penalised.
- Fail-** candidates who
- i) do not understand what you say.
 - ii) answer incorrectly.
 - iii) use faulty grammar, weak vocabulary, poor sentence structure.
 - iv) hesitate.

DO NOT PENALISE PRONUNCIATION BUT CONSIDER SOCIAL ACCEPTABILITY OF CANDIDATE'S PERFORMANCE.

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TO ALL EXAMINERS

PLEASE READ

- (a) INSTRUCTIONS
- (b) MARKING KEY

VERY CAREFULLY BEFORE ADMINISTERING TEST.

Format of Examination

Task	Time	Marks
1. Students familiarize themselves with tasks	02 minutes	
1. Role Play	03 minutes	10
2. Picture Description	03 minutes	10
Total		20
		==

Task 1 (Pair task)

The students are required to role play a given situation.

Task 2 (Individual Task)

The students are required to talk about an issue that interests people / give their personal views using a picture as a guide.

Objectives of Test Questions

Instructions to Examiner

Task 1 - (Role Play)

Role play by 02 students on a given situation. Tests the candidate's

- accuracy ; fluency: appropriacy and relevance, confidence and turn taking ability. Examiners overall impression of candidates

(Please see attached sheets for the 3 situations.)

Task 1

- You will be given 03 slips of paper numbered 1,2, and 3 in a box. (Each number will give a different situation pg. 5)
- Call 02 candidates in.
- Get the pair of candidates to select one slip of paper and hand it over to you.
- Give candidates the situation bearing the number they selected, and explain task if necessary.
- Give candidates 01 minute to decide and prepare on the role play.
- Candidates role play for 02 – 03 minutes.

Objectives of Test Questions

Task 2 - (Individual Testing)

Description of a given picture individually. (Pictures are provided)

Tests the candidates ability to describe something looking at a given picture, express one's opinion about it.

- overall clarity; fluency;
appropriacy and relevance; confidence ; overall impression

Task B

- You will be given 03 pictures depicting current issues in which people are interested in our society today.
- Select a picture from the collection and hand it over to a candidate and ask the other candidate to be seated away. Vary selections between the pair in the room as well as another pair. **Do not repeat** same picture to successive candidates.
- Explain task to candidate. Tell candidate that task B needs his / her ideas / views / likes / dislikes individually.
- Give candidate 01 minute to prepare.
- Tell candidate to limit the description to about 02 minutes.
- Test the other candidate in the same way as above.
- Mark each candidate separately.
- Send the two candidates out of the room.
- Fill in the mark sheet
- Call in the next 02 candidates.

Situation 1 - (Teacher's Copy)

✓ Changing an item of clothing at a Textile shop.

Roles - Salesman
Customer

Mark for

Social use of Language / Polite forms etc.	Ways of Requesting / Giving of Information
Sir / Madam Please Thank you	The need to change the item. When was it bought? The receipt. Offers to change item.

Situation 2 - (Teacher's Copy)

Getting information to join a Youth Club at the Youth Club Office.

Roles - Secretary
Applicant

Mark for

Social use of Language / Polite forms etc.	Ways of Requesting / Giving of Information
Sir / Madam Please Thank you	Age limit for membership. Area of residence. Membership fee. Facilities available - sports, newspapers etc.

Situation 3 - (Teacher's Copy)

Hiring 100 chairs for an office function at a furniture supplier.

Roles - Sales Officer
Customer

Mark for

Social use of Language / Polite forms etc.	Ways of Requesting / Giving of Information
Sir / Madam Please Thank you	Number of chairs. Type of chairs. Date of function. Delivery/Price of hire. Payment.

Marking Key - (Maximum 10 marks)

Task 2 - Picture Description - Individual task

Talking of current issues / personal impression (likes / dislikes) about the given picture.

Item	Marks
1. Overall clarity / sentence structure / correct grammar. *Confidence (* Do not award the mark for 'confidence' indiscriminately. Award ½ if only a little confident. Do not give the mark if student is hesitant or lacks confidence)	02 01
2. Fluency Free flow of conversation / words / polite forms	02
3. - Appropriacy / Relevance to picture - Correct description of picture / situation given / appropriate vocabulary - Expressing likes / dislikes - I like / I think it's beautiful / meaningful etc./ I don't like - Expressing opinion - I believe this is good / positive / harmful / I feel / I think	02 02
4. Overall Impression	01
Total	10

*Pass Mark 08

Follow these steps when conducting examination.

Task A

1. Call 02 candidates in.
2. Ask pair of candidates to pick out an option at *random* (from slips of paper provided)
3. Give candidates the situation (Option A, B or C) and explain tasks if necessary.
4. Get candidates to look at the situation and give them a preparation time of one minute.
5. Get candidates to role play the situation selected.

Task B

1. Give candidates picture and ask them to discuss the picture for 01 minute.
2. Ask students to talk about the picture.
3. Mark each candidate separately for each criteria.
4. Fill in the mark sheet.
5. Call in the next 02 candidates.