

Name of learner: _____



Life Orientation

Grade 10 Term 4 task

Job Shadowing Assignment

Due Date: Monday, 23 October 2023

Total: 75 marks

Instructions:

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

Type your work (Stages 1-3, see below) on A4 paper and present your work as one would for a business report. This report should be printed.

[50]

b. Oral presentation (in LO lessons immediately after your job shadow):

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

Use **visuals** – if a PowerPoint is used, it should be copied **on a USB-stick**.

Refer to the assessment rubric on back page for the requirements.

[25]

Mark allocation:

Written report	/50
Oral Presentation	/25
Total	/75

Comments (if needed):

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a. Written report structure

Stage 1: Before the job-shadow programme:

1.1 Write down where you will be doing your job-shadowing and why you chose this place/establishment? (3)

1.2 Write down your expectations/your hopes about this job shadowing? (3)

Stage 2: During the job-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 job-shadowing programme and summarize the results. (10)

Stage 3: After the job-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? / What skills or interests should one have to do this type of community service? (4)
- 3.6 What kind of recommendation would you give to others when considering the job shadowing experience? (2)

Stage 4: Letter of recommendation (4)

The company/business/establishment should write you a letter of recommendation.

[50]

b. Oral presentation

Learner's name: _____

Assessment rubric for oral presentation

	0	1	2	3	4	5	
1. Body language - eye contact with audience - controlled hand motion - relevant facial expression - showing confidence	None	Poor	Limited	Adequate	Good	Excellent	
2. Voice control and language use - good voice projection - relevant emphasis or enthusiasm - complete sentences - no stammering - good vocabulary	None	Poor	Limited	Adequate	Good	Excellent	
3. Time adherence and overall impression - 4-5 minutes - usage of visuals - interesting and informative - keeps audience attentive	None	Poor	Limited	Adequate	Good	Excellent	
	0	1-2	3-4	5-6	7-8	9-10	
4. Content - 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	1-2 points explained	3-4 points well explained	5 points well explained	Not all, but at least 7 points well explained	All points are mentioned and well explained	
TOTAL [25]							