



Task 5: Ready for the Challenges Ahead?

Part A: Designing a Survey Form Regarding Career Options

Mr Timberlake has decided to conduct a survey to find out students' awareness of fashion design or nursing as a career option after they have read the coming issue of Careers Newsletter. He has asked you to design a simple survey form and conduct the survey. Read the note from Mr. Timberlake below and follow his instructions accordingly.

Dear Student Helpers

I would like you to conduct a survey to find out which profession, fashion design or nursing, is considered to be more challenging in your schoolmates' view after they have read the Careers Newsletter. Please draft a form for conducting a survey. To help you draft the survey form, I've got some guidelines for you:

The survey form should:

- be simple and easy to understand; and
- consist of 6 to 8 questions.

To get the information you want, you may ask questions about the following:

- the profession your schoolmates find more challenging;
- the reasons for considering that profession to be more challenging;
- the type of courses they would like to attend;
- the career prospects in the chosen profession;
- the desirable qualities they should possess; and
- anything else you think is important.

When you draft the survey form, you may follow the plan below:

1. Discuss with three of your classmates what questions to ask.
2. Write out the questions clearly.
3. Arrange the questions in a logical order.
4. Proofread the questions and correct the mistakes, if any.
5. Try out your survey form with your group members to see if it needs any revision.

Mr Timberlake





Task 5: Ready for the Challenges Ahead?

Survey on Schoolmates' Career Options

[illegible]



Assessment Form
Designing a Survey Form Regarding Career Options

Tick ☒ the appropriate boxes and add comments below.

Content

- Questions are relevant to the topic
- Content coverage is adequate

Organisation

- Questions are asked in a logical order

Language and Style

- Questions are clear and easy to understand
- Choice of words is appropriate

Grammar

- The survey form is accurate in
 - question form
 - punctuation
 - spelling



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Other comments:

Assessment conducted by

(Name)

** This assessment form can be used for self, peer and/or teacher assessment. The person who provides the feedback may put his/her name down if necessary.*





Part B: Conducting a Survey on Students' Career Options

Before conducting the survey, read the following note from Mr Timberlake.

Dear Student Helpers

Please make use of the survey form that you have drafted on students' career options. I think you have to interview at least 10 schoolmates. To help you conduct the survey more easily, I've got the following guidelines for you:

- **First greet the schoolmate before you start.**
- **Then start your interview like this: *"Excuse me, my name is Britney. I'm from Secondary 4A. My classmates and I are doing a survey on students' career options. May I ask you some questions? It won't take long ..."***
- **Write down each schoolmate's answers on a separate survey form.**
- **When you have finished the survey, thank him/her for answering your questions.**

Mr Timberlake

Part C: Presenting an Oral Report on the Survey Findings

You have finished the survey. Now read the following note from Mr Timberlake and then present the findings.

Dear Student Helpers

Please prepare a summary of the findings. Then give an oral report to your schoolmates. To help you present the findings easily, I've got the following guidelines for you:

- **Start your report by greeting your teacher and schoolmates and introduce yourself.**
- **Give a summary of your findings. You may start your presentation like this: *Good morning/ afternoon, Miss/Mrs/Mr (name of teacher) and fellow students, I am Britney Lau from Secondary 4A. Our group interviewed (number of schoolmates) schoolmates and I found out that (number of schoolmates) of them ...***
- **Ask another group to fill in the assessment form attached as they listen to your group's presentation.**

Mr Timberlake





Assessment Form

Peer Assessment Form Presenting an Oral Report on the Survey on Students' Career Options

Tick ☒ the appropriate boxes and add comments below.



Content

- | | | | |
|----------------------|--------------------------|--------------------------|--------------------------|
| • Coverage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Clarity of ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Relevance of ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Organisation

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| • Introduction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Body (i.e. presentation of the findings) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Conclusion | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Language and Style

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| • Accuracy | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Degree of formality | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Appropriate choice of words and expression | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Communication Strategies

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| • Level of confidence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Use of non-verbal features (e.g. eye contact, gestures, postures, pauses) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Pronunciation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Voice and Pace | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Fluency | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Use of Visual Aids | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other comments:

Assessment conducted by

(Name)

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