

Instruction Sheet for the Candidate

Qualification	Creative Writer (Content Writing)
Competency Standard	Write Speech
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Make outline for the speech • Write Speech
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Make outline for the speech <ol style="list-style-type: none"> 1. Gather information about the topic 2. Draft points that are relevant to the audience 3. Write chapters in an informative and engaging manner 4. Add facts and figures 5. Outline ideas that can be delivered within the given duration 6. Add relevant images, diagrams, and tables to support information within the chapters. Write Speech <ol style="list-style-type: none"> 7. Draft ideas according to the outline 8. Use effective devices in the speech (rhetorical questions, alliteration, amplification, analogy etc.) 9. Write speech in persuasive tone with words that are intellectually and emotionally compelling 10. Write speech in a persuasive tone in either first or second person narrative. 11. Choose words wisely to make the speech eloquent (expressive) 12. Check the duration of the final speech by reading it out loud 13. Deliver the speech and record it to check whether it is persuasive or not

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Creative Writer (Content Writing)
Competency Standard	Write Speech
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Make outline for the speech • Write Speech

I can.....

Performance Criteria	Yes	No
1. Gather information about the topic	<input type="checkbox"/>	<input type="checkbox"/>
2. Draft points that are relevant to the audience	<input type="checkbox"/>	<input type="checkbox"/>
3. Write chapters in an informative and engaging manner	<input type="checkbox"/>	<input type="checkbox"/>
4. Add facts and figures	<input type="checkbox"/>	<input type="checkbox"/>
5. Outline ideas that can be delivered within the given duration	<input type="checkbox"/>	<input type="checkbox"/>
6. Add relevant images, diagrams, and tables to support information within the chapters.	<input type="checkbox"/>	<input type="checkbox"/>
7. Draft ideas according to the outline	<input type="checkbox"/>	<input type="checkbox"/>
8. Use effective devices in the speech (rhetorical questions, alliteration, amplification, analogy etc.)	<input type="checkbox"/>	<input type="checkbox"/>
9. Write speech in persuasive tone with words that are intellectually and emotionally compelling	<input type="checkbox"/>	<input type="checkbox"/>
10. Write speech in a persuasive tone in either first or second person narrative.	<input type="checkbox"/>	<input type="checkbox"/>
11. Choose words wisely to make the speech eloquent (expressive)	<input type="checkbox"/>	<input type="checkbox"/>
12. Check the duration of the final speech by reading it out loud	<input type="checkbox"/>	<input type="checkbox"/>
13. Deliver the speech and record it to check whether it is persuasive or not	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Creative Writer (Content Writing)
Competency Standard	Write Speech
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Task	<ul style="list-style-type: none"> Make outline for the speech Write Speech 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Gather information about the topic			
2. Draft points that are relevant to the audience			
3. Write chapters in an informative and engaging manner			
4. Add facts and figures			
5. Outline ideas that can be delivered within the given duration			
6. Add relevant images, diagrams, and tables to support information within the chapters.			
7. Draft ideas according to the outline			
8. Use effective devices in the speech (rhetorical questions, alliteration, amplification, analogy etc.)			
9. Write speech in persuasive tone with words that are intellectually and emotionally compelling			
10. Write speech in a persuasive tone in either first or second person narrative.			
11. Choose words wisely to make the speech eloquent (expressive)			
12. Check the duration of the final speech by reading it out loud			
13. Deliver the speech and record it to check whether it is persuasive or not			
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Creative Writer (Content Writing)
Competency Standard	Write Speech
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What is targeted audience?		
2.	Define Speech		
3.	Give an example of audience analysis resource		

4.	Name any two literary devices.		
5.	Name any two narrative devices.		

Feedback to the Candidate	
Candidate's Signature _____ Assessor's Signature _____	