# 8968 FORMATIVE ASSESSMENT WORKBOOK

Formative assessment 1: SO1

1. Choose a sport, music or movie star; or a politician that you would like to interview. Draw up a list of questions that you would like to ask this person. You have to list at least ten questions. Give the person’s name and indicate whether it will be a formal or informal interview and also where and when the interview will take place.
2. What are the duties of a chairman during a formal meeting?
3. What are the duties of a secretary during a formal meeting?

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Formative assessment 2: so2

1. Give at least two examples of nonverbal clues that will tell you when someone in the audience is not paying attention
2. Give at least two examples of clues that will tell you when someone in the audience is paying attention
3. Give two examples of ensuring continuity and interaction throughout your presentation
4. List two strategies that you can employ to capture the attention of the audience

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Formative assessment 3: SO3

1. Write down at least one instance where you were in trouble and did not tell the whole story. Tell us what happened, which details you gave and which details you left out. Also explain what would have happened if you had given all the details
2. Find a newspaper or magazine article where you think certain facts have been left out. Cut the article out or make a photo copy and paste it in on paper to include in your POE. Explain why you think certain facts were left out.

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