



OROMIA TVET BUREAU

Leather Garments and Goods Production Operations Level I

Assessment Packet

TTLM Code : IND BLG1 TTLM 0519 v1

EVIDENCES PLAN

TVET Program:	Leather Garments and Goods production Operation Level 1		
Learning Module Title:	Receiving and Responding to Workplace Communication		
Learning Outcome(s) covered	<ul style="list-style-type: none"> • Follow routine message • Perform workplace duties following written notices 		
Ways in which evidence will be collected:		Demonstration with Oral Questioning (LAP Test)	Written Test
The evidence must show that the trainee.....			
gathers required information by listening attentively and correctly interpreting or understanding information/ instructions.			X
records properly instructions/information			X
acts instructions upon immediately in accordance with information received			X
sees clarification from workplace supervisor on all occasions when any instruction/information is not clear			X
reads written notices and instructions in accordance with organizational guidelines and interpreted correctly			X

follows routine written instructions are in sequence		X	
gives feedback to workplace supervisor based on the instructions/information received		X	
Prepared by:		Date:	

WRITTEN TEST

TABLE OF SPECIFICATIONS

Content	Total Number of Test Items	Equivalent Marks	Earned Marks
Test I: Multiple Choice Questions	8	8	
Test II. Matching Type Questions	5	5	
Test II: Short Answer Questions	5	12	
Total		25 points	

INSTRUCTIONS

Read the directions careful.

TEST I: MULTIPLE CHOICE TYPE

Choose the correct answer for each question. :

1. Communication is the process of:
 - A. Exchanging information
 - B. Ideas
 - C. Thoughts
 - D. All
2. Communication can be:
 - A. Verbal
 - B. Non-verbal
 - C. Verbal and non-verbal
 - D. No one
3. Verbal communication can be
 - A. Oral
 - B. Written
 - C. Oral and Written
 - D. No one
4. Body language can be:
 - A. Facial expression
 - B. Gesture

- C. Posture
 - D. All
5. Sound can be:
 - A. Voice
 - B. Volume
 - C. Speech rate
 - D. All
 6. Communication based on purpose and style can be:
 - A. Formal
 - B. Informal
 - C. Formal and informal
 - D. No one
 7. Components of communication can be:
 - A. Source
 - B. Message
 - C. Medium
 - D. All
 8. Thinking function can be interconnected with:
 - A. Problem solving
 - B. Decision making
 - C. Critical thinking
 - D. All

Test II: Matching Type Exercise

Direction: Listed below are different terms used in Sales and their definition. Match column A with column B. Use each letter only once and write it in the blank space provided.

Column A

1. Communication
2. Verbal communication
3. Non-verbal communication
4. Oral communication
5. Written communication

Column B

1. Is done by words of mouth and a piece of writing
2. Is the process of exchanging information
3. Spoken words are used
4. Is the sending or receiving of wordless messages
5. Written signs or symbols are used

TEST III: SHORT ANSWER QUESTIONS

- There are six test items in this section.

- Answer all questions and write your answers in the corresponding space provided.

BEGIN HERE:

Item1

What is communication?

[2 mark]

Item2

Write down the types of the communication?

[2 marks]

Item3

What are the key information requirements that you should look for when gathering your information?

[2 marks]

Item 4

From what sources information for management decision making can come. *[2 marks]*

Item 5

Define leader.

[2 marks]

Item 6

Define recorder.

[2 marks]

-TEST ENDS HERE -

Answers:

Multiple choice types:

1. D
2. C
3. C
4. D
5. D
6. C
7. D
8. D

Match the words:

1. 2
2. 1
3. 4
4. 3
5. 5

Short answer questions:

Item 1

Communication is a process of exchanging information, ideas, thoughts, feelings and emotions through speech, signals, writing, or behavior.

Item 2

Types of communication based on the communication channels used are:

1. Verbal Communication
2. Nonverbal Communication

Item 3

The key information requirements that you should look for when gathering your information are:

- Information purpose
- Scope
- Form
- Presentation
- Resources available.

Item 4

Information for management decision making can come from two different sources

Internally within an organization

Externally i.e. outside the organization

Item 5

The leader is the person who calls the meeting. It is his or her responsibility to:

- Set the agenda
- Select the participants
- Handle the preparations

Item 6

The responsibilities of the recorder may include:

- Taking notes
- Creating minutes
- Writing on the flip chart
- Accurately compiling the business of the meeting

Like the facilitator, the recorder is neutral and does not evaluate or contribute ideas.

Assessment Summary Results

Trainee's Name		
Teacher's Name		
TVET Program Title		
Batch Class		
Module Title		
Date of Assessment		
The performance of the trainee is –	Satisfactory	Not Satisfactory
A. Demonstration with Oral questioning	<input type="checkbox"/>	<input type="checkbox"/>
B. Written Test	<input type="checkbox"/>	<input type="checkbox"/>
Did the trainee's overall performance meet the required evidences / standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OVERALL EVALUATION	<input type="checkbox"/> COMPETENT	<input type="checkbox"/> NOT YET COMPETENT
General Comments [Strengths / Improvements needed]		
Trainee's signature:		Date:
Teacher's signature:		Date:

