**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Assessment tool**

CLB 4 competency: **Sharing information**

Writing Task: Write an email to a friend.

 No Yes

|  |  |  |  |
| --- | --- | --- | --- |
| Task was completed |  |  |  |
|  | Can do it  | Only with help | Not yet. |
| 1. Writes the subject/names
 |  |  |  |
| 1. Writes greeting
 |  |  |  |
| 1. Writes introduction
 |  |  |  |
| 1. Writes the body of the email
 |  |  |  |
| 1. Concludes the email
 |  |  |  |
| 1. Closes the email
 |  |  |  |
| 1. Uses however/but/so in my sentences
 |  |  |  |
| 1. Uses mostly correct spelling and punctuation
 |  |  |  |

|  |  |
| --- | --- |
|  Something you did very well |   Something to work on for next time |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **0-3.5** | **4-5** | **5.5-6** | **7-8** |
| **0-59%** | **60-69%** | **70-79%** | **80-100%** |
| **Unable to achieve** | **Developing** | **Satisfactory** | **More than satisfactory** |

 **Score: /8**

**Name: --------------------------------- Date: -------------------------------------**

 **Writing Assessment**

**CLB 4**, **Competency Area: Sharing information**

**Writing task: Write a short email to your friend John about your English class in Canada.**

* **Your name: Harry**
* **Your friend: John(****John@gmail.com****)**

|  |
| --- |
| **From:------------------------------------------------------------------------------------****To: ---------------------------------------------------------------------------------------****Subject:----------------------------------------------------------------------------------****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |