**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**](mailto:John@gmail.com)**)**

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