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

**Writing Assessment** – *(Getting things Done)* – **CLB 5**

Theme: *Community* Unit: *Education*

Situation: Your child has been attending Royal Wood School, located at 84 Dale Dr., Winnipeg, MB, R3E 9G2. For the past few weeks, you have been volunteering during lunch and have noticed that many children are bring food items with peanuts and other nut products in them. You mentioned it to the teacher, but he said it wasn’t a big deal and not to worry about it. The school is supposed to be Nut Free, because so many students have serious allergies.

**Task:** Write a letter to the school Principal, Mr. Jordan Smith to share your concerns about the situation.

|  |  |  |  |
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| **Holistic** | Yes (2) | Almost (1) | No (0) |
| \*Conveys a clear message and intended meaning for the reader to understand |  |  |  |
| **Analytic** | Yes (2) | Almost (1) | No (0) |
| Conveys a sense of audience in language and format |  |  |  |
| \*All necessary details are included |  |  |  |
| Adequate control of spelling and punctuation |  |  |  |
| Adequate control of word order and grammatical structures, such as verb tense…etc |  |  |  |
| Good range of vocabulary for simple everyday texts |  |  |  |

\*This criteria must be checked “yes” to be successful at this task.

Feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Writing Assessment** – *(Getting things Done)* – **CLB 6**

Theme: *Community* Unit: *Education*

Situation: Your child has been attending Royal Wood School, located at 84 Dale Dr., Winnipeg, MB, R3E 9G2. For the past few weeks, you have been volunteering during lunch and have noticed that many children are bring food items with peanuts and other nut products in them. You mentioned it to the teacher, but he said it wasn’t a big deal and not to worry about it. The school is supposed to be Nut Free, because so many students have serious allergies.

**Task:** Write a letter to the school Principal, Mr. Jordan Smith to share your concerns about the situation.

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| **Holistic** | Yes (2) | Almost (1) | No (0) |
| \*Conveys a clear message and intended meaning for the reader to understand |  |  |  |
| **Analytic** | Yes (2) | Almost (1) | No (0) |
| Conveys a sense of audience in language and format |  |  |  |
| \*All necessary details are included |  |  |  |
| \*Adequate control of spelling and punctuation |  |  |  |
| \*Adequate control of word order and grammatical structures, such as verb tense…etc |  |  |  |
| Good range of vocabulary for simple everyday texts |  |  |  |

\*This criteria must be checked “yes” to be successful at this task.

Feedback: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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