|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  **CLB Level: 5 Interacting With Others** | | | |
| Topic: Parent Teacher Interviews  Writing Task: Write an email to your child’s teacher requesting a meeting. | | | |
|  | Yes (2) | Almost (1) | Not Yet (0) |
| Holistic: The teacher can understand the note and take action |  |  |  |
| Analytic:  Followed email format  (subject line, greeting, body, closing) |  |  |  |
| Expressed main idea and supporting details of request (asked for meeting, time and place) |  |  |  |
| Used polite words to request meeting (Would it be alright if, could we meet etc.)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Adequate control of spelling, and punctuation |  |  |  |
| Success = Yes - Holistic  Yes - 3 out of 4 analytic | | | |
| Continue:  Next Time: | | | |