|  |
| --- |
| **Name:****CLB Level: 5 Interacting With Others** |
| Topic: Parent Teacher InterviewsWriting 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: |