TASK ASSESSMENT

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

CLB Competency & Level *CLB 4 - Writing Interacting with Others & Sharing Info*

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| Real World Task: You have come across some health tips which you think are  important for newcomers to know. Write a short email to your  newcomer friend.  Use the correct email format and in the email:   * give advice to your friend about healthy living by using one health tip you know. * you need to have a topic sentence, 3 supporting details and a concluding sentence. |

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| Part A: \* Overall:  \_\_\_\_\_\_ understood the task and email was appropriate ( Yes - 2)  \_\_\_\_\_\_ understood the task but the email was not clear (Almost - 1)  \_\_\_\_\_\_ did not understand the task (No - 0) |

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| Part B: Criteria of the task | Yes (2) | Almost (1) | No (0) |
| \*Uses basic paragraph structure ( a topic sentence,  minimum 3 supporting details, concluding sentence  and paragraph is indented)  Language and content are appropriate to the intent  and social context (giving advice)  \*Uses correct email format  Writes 5 – 7 sentences  Has a variety of sentences – simple and compound  sentences  \*Adequate control of simple structures  Shows enough control of spelling, punctuation and  Capitalization |  |  |  |

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

Total /16

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| Successful |  | Not Successful |  |

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| Something to work on for next time: |

TASK ASSESSMENT

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

CLB Competency & Level *CLB 5 - Writing Interacting with Others & Sharing Info*

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| Real World Task: You have come across some health tips which you think are  important for newcomers to know. Write a short email to your  newcomer friend.  Use the correct email format and in the email:   * give advice to your friend about healthy living by using one health tip you know. * you need to have a topic sentence, 3 - 4 supporting details and a concluding sentence. |  |

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| Part A: \* Overall:  \_\_\_\_\_\_ understood the task and email was appropriate ( Yes - 2)  \_\_\_\_\_\_ understood the task but the email was not clear (Almost - 1)  \_\_\_\_\_\_ did not understand the task (No - 0) |

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| Part B: Criteria of the task | Yes (2) | Almost (1) | No (0) |
| \*Uses adequate paragraph structure ( a topic  sentence, minimum 3 - 4 supporting details,  concluding sentence and paragraph is indented)  Language and content are appropriate and relevant  to the situation (giving advice)  \*Uses correct email format  Writes 7 – 10 sentences  \*Has a variety of sentences (simple and compound  sentences  Shows good control of simple structures  Shows enough control of spelling, punctuation and a  range of vocabulary |  |  |  |

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

Total /16

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| --- | --- | --- | --- |
| Successful |  | Not Successful |  |

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| Something to work on for next time: |