

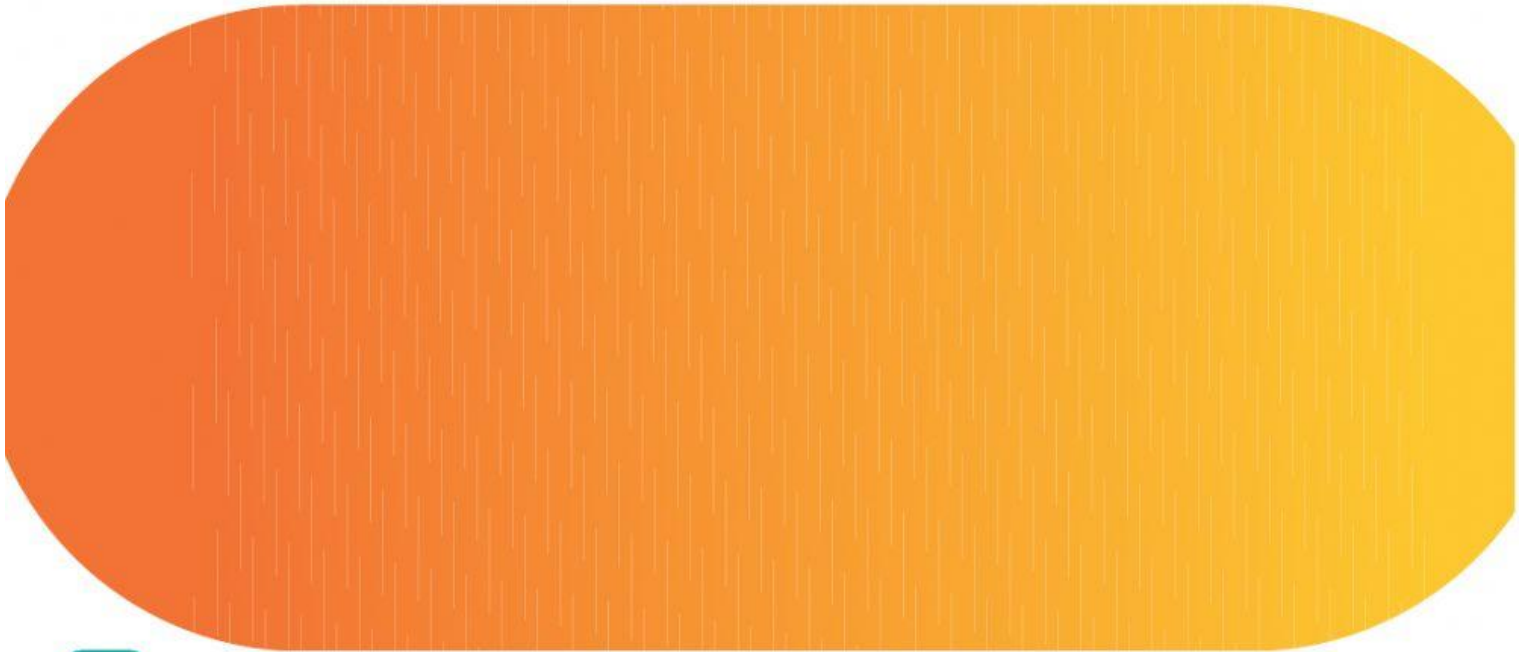
CLB 4-5 writing assessment Task: Writing an email to a landlord

Name:

Date:

I Interacting with others, III Getting Things Done, IV Sharing information

Instructions: Write an email to a landlord to complain about a broken window. Give as many details as you can.



☐ **Holistic:** Your email and problem can be understood

Analytic Assessment criteria succes = 7/9

☐ Subject Line	☐ states problem	☐ Closing and Name
☐ Greeting	☐ Makes a Request	☐ Punctuation and Spacing
☐ Introduction	☐ Gives Contact Details	☐ Word Choice / Spelling