

CLB 3-4 Writing a note to a Landord about a problem



Name:

Date:

Interacting with others Getting things Done Sharing information

Instructions: Write an email to a landlord about a broken toilet. Make sure you meet the criteria below;

Subject:

☐

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