

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

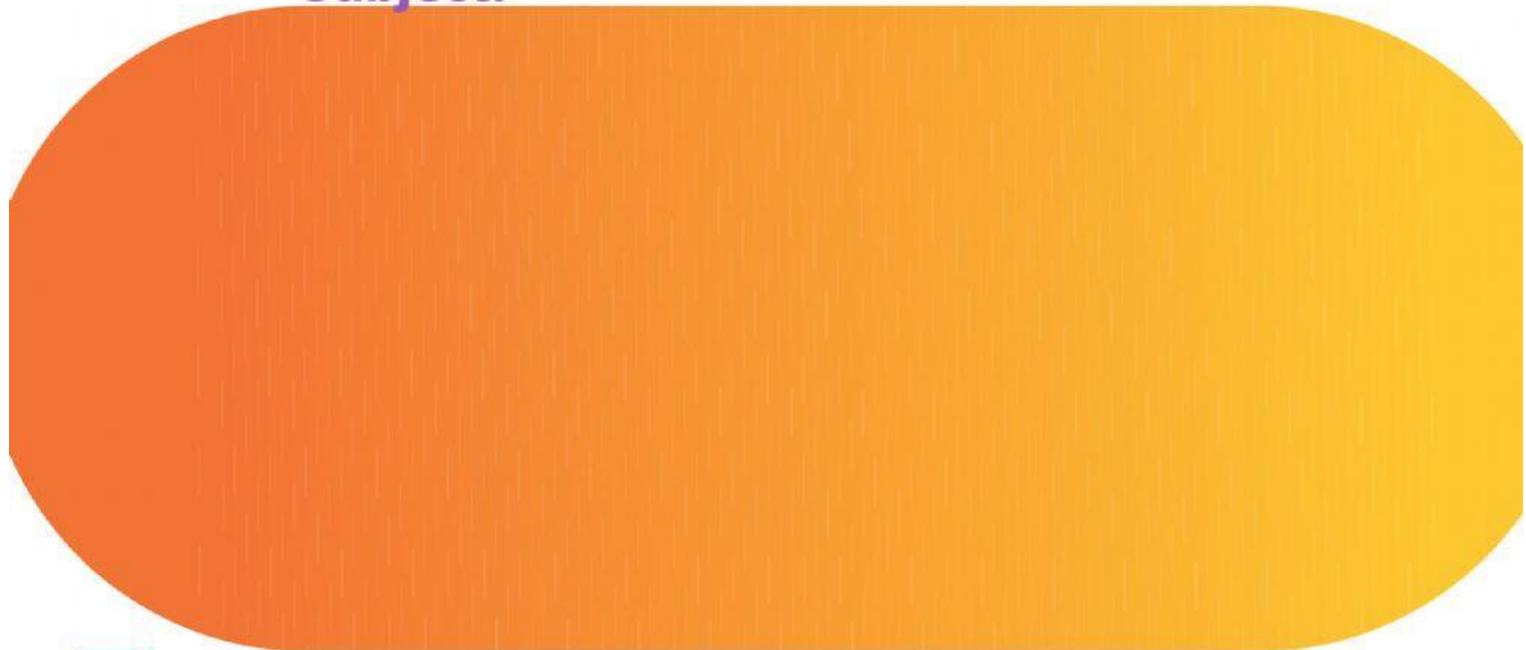
Name:

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 success = 7/9

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