

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 success = 7/9

<input type="checkbox"/> Subject Line	<input type="checkbox"/> states problem	<input type="checkbox"/> Closing and Name
<input type="checkbox"/> Greeting	<input type="checkbox"/> Makes a Request	<input type="checkbox"/> Punctuation and Spacing
<input type="checkbox"/> Introduction	<input type="checkbox"/> Gives Contact Details	<input type="checkbox"/> Word Choice / Spelling