UNITED ARAB EMIRATES
MINISTRY OF EDUCATION

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English Department

Second term Project 2020 - 2021

Cycle 3 Term 2 (2020-2021) Writing Project

Grade 9 General, Level 5

Write a Formal Email about your Future Career.

Students will write a formal email to their teacher, to describe their plans for their future career.

Model Text	Questions
Dear Mr. Ali, Good morning. I hope this email finds you well. I am writing to discuss my future career. When I finish school, I want to be a police officer. Police officers are important because they make sure that people follow the law. They also help to keep people safe. I know that I will have to work hard to become a police officer. I will have to go to special training and learn new skills. Once I begin to work as a police officer, I will have to wear a uniform every day. I will have to be kind and smart, but I also know I may feel nervous. I will try my best to do a great job. Thank you for reading my email Mr. Ali. Please let me know if you have any questions or comments. Kind Regards, Abdullah	What sort of text is this? How would you describe its format? What is the purpose of this text? Who do you think this text was written for? What do you like or dislike about this text? Why do you like or dislike it? How is this text an example of good writing? Use the questions below to help you answer. Does the writer use vocabulary well? Does the writer do a good job of organising the text? Does the writing include lots of interesting ideas? Does the writing have any mistakes in spelling, grammar or punctuation?

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Writing Project Rubric – Level 5

Level 5	Planning and Development		Drafting and Improving			
	Planning Stage	First Draft	Second Draft			Finished Piece
	Planning	Drafting ideas into text	Text organisation	Range of language	Accuracy	Quality of Final Piece
Exemplary 3 Marks	• Has fully engaged with the planning stage, showing strong effort to outline their ideas clearly, in a manner which is highly conducive to the creation of the writing text.	• First draft is a clearly presented short text of connected prose writing, with all ideas from the planning stage being developed adequately.	• The second draft shows full effort, taking on all feedback where necessary, to organise the text into at least two well-structured paragraphs, with clear topic sentences and well-connected supporting ideas.	• The second draft shows full effort, taking on all feedback where necessary, to incorporate a range of topic-specific vocabulary and target language structures related to the content and/or language taught in class.	• The second draft has taken on all feedback where required, such that the draft is predominately free of error (with scope for a few minor slips) in the three target areas of spelling, punctuation and grammar.	• Final submitted piece is a high-quality piece of writing for the level, with all ideas from planning or feedback **(including from peers where appropriate)** well incorporated and developed.
Proficient 2 Marks	• Shows some clear effort and engagement in the planning stage. Core ideas are highlighted but planning stage may be somewhat limited as the basis for developing ideas through writing.	• First draft shows effort to connect the ideas from the planning stage into a coherent text but some ideas are not fully developed or connected.	• The second draft shows an effort to take on board any feedback in terms of organising ideas into at least one clear paragraph with topic sentence and connected supporting ideas, though there may be some remaining errors in application.	• The second draft shows effort to include more examples of target topic-specific vocabulary and/or language structures related to the content and/or language taught in class, however, this may be limited to a few examples or may only reflect one aspect of grammar/vocabulary.	• The second draft shows effort to attend to errors in the three areas of spelling, punctuation and grammar; however, there may still be a number of minor errors and/or a few distracting ones – potentially in one of the domains more so than others.	• Final submitted piece shows effort and is an adequate attempt at completing the task, with some (possibly not all) ideas from planning or feedback **(including from peers where appropriate)** incorporated.
Emerging 1 Mark	• Little to no effort afforded to the planning stage. Whatever is evidenced is clearly inadequate as the basis for producing a text from.	• First draft is clearly inadequate as an attempt to connect ideas into a short, simple text. May simply be isolated and disconnected ideas/sentences. Any ideas from the planning stage are not adequately presented or developed.	• The second draft shows little to no effort to structure the text into paragraphs or connected sentences despite instructions to improve; ideas are disconnected throughout. • **Second draft not submitted**	• The second draft shows little to no effort to use target language structures or topic-specific vocabulary despite instructions to improve; the lack of grammar and/or inadequate vocabulary is distracting and makes text difficult to understand. • **Second draft not submitted**	• The second draft shows little control over punctuation, grammar and spelling, with frequent errors making the text difficult to decipher, despite any instruction on areas to improve. • **Second draft not submitted**	• Final submitted piece shows little or no effort and is an inadequate attempt at completing the task, with few, if any, ideas from planning or feedback incorporated or developed.

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