

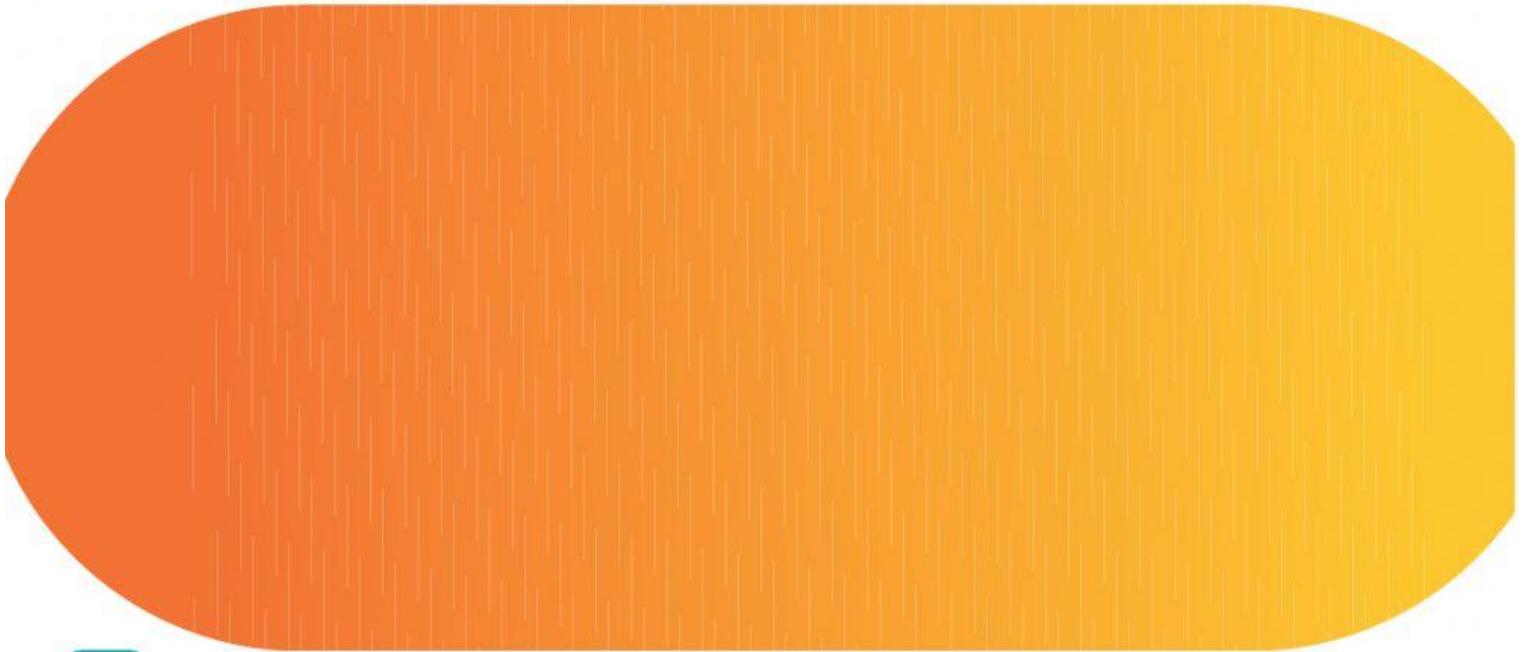
## CLB 4-5 writing assessment Task: Writing an email to a landlord

**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**

|                                       |                                                |                                                  |
|---------------------------------------|------------------------------------------------|--------------------------------------------------|
| <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  |