

I. Interacting with Others

- Convey greetings or other goodwill messages by completing cards or other very short, simple standard texts.

Task Select and write a message in a greeting card or e-card for a special occasion.

Tool Checklist

This example is based on the topic of birthdays. The task of writing a message in a greeting card can be adapted for different topics (e.g., writing a wedding card) using the same checklist tool.

1. Review with the class about birthdays and what types of messages are appropriate for the occasion.
2. Give the Ss a scenario about their friend's birthday.
3. Display the friend's name and the birth date using a projector or interactive whiteboard.
4. Scatter a number of different types of greeting cards around the room, enough birthday cards for each S.
5. Invite the Ss to choose a card that is appropriate for the occasion.
6. Instruct the Ss to complete the card with a salutation (such as *hi, hello, dear, to*), simple message, and closing (such as *from, regards, love*).
7. Collect the cards and use your checklist to assess how successful the Ss are.

LINC 1	Name: <u>Joy</u>	Date: <u>November 15th, 2014</u>
CLB: Writing 1-I: Interacting with Others		
Chose appropriate card <input checked="" type="checkbox"/>	Comments:	You successfully completed the task. There were some spelling and punctuation errors. These will need to be reviewed in future lessons. With more practice, you will improve.
Used a salutation <input checked="" type="checkbox"/>		
Included an appropriate message <input checked="" type="checkbox"/>		
Used a closing <input checked="" type="checkbox"/>		
Used correct spelling <input type="checkbox"/>		
Used correct punctuation <input type="checkbox"/>		

LINC 1 Name: _____ Date: _____	
CLB: Writing 1-I: Interacting with Others	
Chose appropriate card <input type="checkbox"/>	Comments:
Used a salutation <input type="checkbox"/>	
Included an appropriate message <input type="checkbox"/>	
Used a closing <input type="checkbox"/>	
Used correct spelling <input type="checkbox"/>	
Used correct punctuation <input type="checkbox"/>	

LINC 1 Name: _____ Date: _____	
CLB: Writing 1-I: Interacting with Others	
Chose appropriate card <input type="checkbox"/>	Comments:
Used a salutation <input type="checkbox"/>	
Included an appropriate message <input type="checkbox"/>	
Used a closing <input type="checkbox"/>	
Used correct spelling <input type="checkbox"/>	
Used correct punctuation <input type="checkbox"/>	

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Used correct punctuation <input type="checkbox"/>	