

**II. Reproducing Information**

- Copy numbers, letters, words, short phrases or sentences from simple lists or very short passages, for personal use or to complete short tasks.

**Task** Peer Assessment - Checklist.

**Tool** Exemplar - Self-Assessment

1. Review target language and functional knowledge for properly addressing an envelope.
2. Using a projector or interactive whiteboard, display the name and address of the friend that the card will be mailed to. Distribute envelopes to each S.
3. Review where to copy the address. If Ss need more help, Ts can include a return address and a “stamp” to guide them.
4. Have the Ss copy the name and address onto their envelope.
5. Have the Ss switch envelopes with a partner.
  - a. Provide each S with a checklist.
  - b. Have them assess the accuracy of the performance of their classmate.
6. Instruct Ss to use a shorter checklist (see template below) for their own envelope, which they can include in their portfolios along with their completed envelopes.

LINC 1 Name: <u>Edgar</u> Date: <u>March 2, 2015</u>			
CLB: <u>Writing 1-II: Reproducing Information</u>		Task: <u>Addressing an Envelope</u>	
	Yes 😊	Almost 😐	Not Yet 😞
The address is easy to read.	✓		
There are no errors.		✓	
The addresses and stamp are in the correct place.	✓		

LINC 1 Name: _____		Date: _____	
CLB: <u>Writing 1-II: Reproducing Information</u>		Task: <u>Addressing an Envelope</u>	
	Yes 😊	Almost 😐	Not Yet 😞
The address is easy to read.			
There are no errors.			
The addresses and stamp are in the correct place.			

LINC 1 Name: _____		Date: _____	
CLB: <u>Writing 1-II: Reproducing Information</u>		Task: <u>Addressing an Envelope</u>	
	Yes 😊	Almost 😐	Not Yet 😞
The address is easy to read.			
There are no errors.			
The addresses and stamp are in the correct place.			

LINC 1 Name: _____		Date: _____	
CLB: <u>Writing 1-II: Reproducing Information</u>		Task: <u>Addressing an Envelope</u>	
	Yes 😊	Almost 😐	Not Yet 😞
The address is easy to read.			
There are no errors.			
The addresses and stamp are in the correct place.			