

## I. Interacting with Others

- Convey short, personal and informal social messages on topics related to familiar everyday situations (such as invitations, thanks, updates, cancellations and apologies).

**Task** Write a short note to a child's teacher.

**Tool** Rubric

This task is part of a unit on Education. The tool can be adapted for other writing tasks (e.g., Write a get-well message to a friend.).

- Review target language for writing a note to the child's teacher (absence, medical appointment, being late, etc.).
- Go over the criteria you will be looking for with the class.
- Have the Ss work independently. Give them a scenario card to complete their note.
- Make sure they have a reasonable amount of time to complete the task.
- Collect their work and use the rubric to assess it.
- Write the comments at the bottom of the rubric to the S.

### Scenario:

Your daughter has a dentist appointment next week. Write a note to her teacher explaining her absence. Include the date and time of the appointment.

November 29<sup>th</sup>, 2010

Dear Ms.,

My daughter has dentist apoinment next week. She will absent.

Sincerely, Joy

<b>LINC 3</b> Name: <u>Joy</u> Date: <u>Nov. 15, 2014</u>				
<b>CLB:</b> Writing 2-I Interacting with Others		<b>Task:</b> Write a note to a child's teacher		
	Comments	Yes	Almost	Not Yet
<b>Achieved Task</b> Able to complete the task well. Message can be understood.	<i>The message can be understood, but key information was not included.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Salutation/Name/Date</b> Includes an appropriate salutation and name for the task. Includes the date.	<i>Does not include the teacher's last name in the salutation. The name and date have been done correctly, but no last name has been used, so difficult to identify the student.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Grammar</b> Uses correct grammar structures to complete the task.	<i>Difficulty with future tense and use of articles.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Vocabulary</b> Uses appropriate and correct use of words in the task.	<i>Used the limited vocabulary correctly.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mechanics</b> Good control of spelling and punctuation.	<i>Spelling mistakes with more difficult words.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**LINC 3** Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CLB:** Writing 3-I Interacting with Others **Task:** Write a note to a child's teacher

	Comments	Yes	Almost	Not Yet
<b>Achieved Task</b> Able to complete the task well. Message can be understood.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Salutation/Name/Date</b> Includes an appropriate salutation and name for the task. Includes the date.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grammar</b> Uses correct grammar structures to complete the task.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vocabulary</b> Uses appropriate and correct use of words in the task.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mechanics</b> Good control of spelling and punctuation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**LINC 3** Name: \_\_\_\_\_ Date: \_\_\_\_\_

**CLB:** Writing 3-I Interacting with Others **Task:** Write a note to a child's teacher

	Comments	Yes	Almost	Not Yet
<b>Achieved Task</b> Able to complete the task well. Message can be understood.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Salutation/Name/Date</b> Includes an appropriate salutation and name for the task. Includes the date.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grammar</b> Uses correct grammar structures to complete the task.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vocabulary</b> Uses appropriate and correct use of words in the task.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mechanics</b> Good control of spelling and punctuation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>