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| **CLB:** Writing 5-I Interacting with Others **Task**: Write an invitation to a work BBQ | | | | | | |
|  | **Comments** | **Yes** | **Almost** | | **Not Yet** | |
| **Holistic** | | | | | | |
| **Overall Effectiveness** Able to complete the task well. Invitation can be understood. |  | ❒ | | ❒ | | ❒ |
| **Analytic** | | | | | | |
| **Salutation/Name**  Includes an appropriate salutation and name for the task. |  | ❒ | | ❒ | | ❒ |
| **Purpose of the event**  Includes the purpose of the invitation. |  | ❒ | | ❒ | | ❒ |
| **Date/Time/Location**  The date and time of the event is included. The location with clear directions is included. |  | ❒ | | ❒ | | ❒ |
| **RSVP information**  The contact person’s name and phone number are included along with a “reply by” date. |  | ❒ | | ❒ | | ❒ |
| **Grammar**  Correct grammar structures to complete the task are used. |  | ❒ | | ❒ | | ❒ |
| **Vocabulary**  Appropriate and correct use of words in the task. |  | ❒ | | ❒ | | ❒ |
| **Mechanics**  Good control of spelling and punctuation. |  | ❒ | | ❒ | | ❒ |
| **Comments:** | | | | | | |