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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:**  |