

## I. Interacting with Others

- Convey personal messages in short, formal and informal correspondence for a range of everyday social purposes (such as expressing or responding to invitations and feelings, or providing quick updates).

**Task** Write a formal invitation to a group function

**Tool** Rubric (marking guide)

The following example is useful for work within the theme of Employment, with workplace culture as the topic. The task could be adapted for other themes such as Family (e.g., writing an invitation to a wedding) or Community (e.g., inviting neighbours to a block party or barbecue). The rubric template can be adapted for any writing task where such a tool seems most appropriate and useful.

- Review examples of formal invitations and features that are usually included.
- Provide the Ss with the date, time, and location (they need to Google the directions to the address included).
- Instruct Ss to create an invitation that includes the details with directions, the purpose of the event, and an RSVP with contact information with a “reply by” date. Ss can choose to make the invitations in hard or soft copy.
- Using a rubric, assess all the pre-determined elements of the invitation.
- Provide targeted feedback that will help them with subsequent attempts at the same task (or something similar).

<b>LINC 5</b> Name: <u>Amir</u>		Date: <u>January 4, 2012</u>		
<b>CLB:</b> <u>Writing 5-I Interacting with Others</u>		<b>Task:</b> <u>Write an invitation to a work BBQ</u>		
	<b>Comments</b>	<b>Yes</b>	<b>Almost</b>	<b>Not Yet</b>
<b>Holistic</b>				
<b>Overall Effectiveness</b> Able to complete the task well. Invitation can be understood.	<i>Your handwriting is difficult to read. Try writing along the lines and spacing your words out a little more.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Analytic</b>				
<b>Salutation/Name</b> Includes an appropriate salutation and name for the task.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Purpose of the event</b> Includes the purpose of the invitation.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Date/Time/Location</b> The date and time of the event is included. The location with clear directions is included.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RSVP information</b> The contact person's name and phone number are included along with a "reply by" date.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grammar</b> Correct grammar structures to complete the task are used.	<i>"You are invite to party." How can you make this a better sentence? Can you add a letter to "invite"? Is there a word that goes with "party"?</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Vocabulary</b> Appropriate and correct use of words in the task.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Mechanics</b> Good control of spelling and punctuation.	<i>Some words are hard to read because of the spelling. Choose five words you used and check them in a dictionary.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> <i>You're almost there! If you work on your handwriting and check your spelling, your message will be easier to read. I'm sure your BBQ will be fun!</i>				

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<b>Date/Time/Location</b> The date and time of the event is included. The location with clear directions is included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Mechanics</b> Good control of spelling and punctuation.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>   				