

Final assessment on writing

For the 2nd year students

Card 1

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You and your friends ate a meal at a restaurant to celebrate a special occasion, and you were extremely dissatisfied with the experience.

Write a letter to the restaurant manager. In your letter:

Explain the reason for the celebration

Give details of your visit to the restaurant

Say what you would like the restaurant to do Write about 150 words.

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing

For the 2nd year students

Card 2

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are enrolled in a study abroad course in another country. Your accommodation was arranged by the course provider, and there is a major problem with the accommodation.

Write a letter to the course provider. In your letter:

Introduce yourself and describe the problem

Describe the accommodation you thought you were getting

Ask the provider to solve the problem

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 3**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have been invited to attend an admissions interview for a prestigious college. Unfortunately, you cannot come at the proposed time due to a previous appointment.

Write a letter to the admissions tutor and explain your position. In your letter:

Introduce yourself and state your interest in the program

Apologize and offer to come at a different time

Ask how long the interview will be and if you will have to take an exam

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 4**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Write a letter to a company asking for a refund for something you bought from them online.

Write a letter to the Customer Service department. In your letter:

Describe the item you bought

Outline what the problem is

Explain why you want a refund

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 5**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have recently returned from an afternoon at your public library, and noticed various negative aspects that could be improved upon.

Write a letter to the manager of the public library. In your letter:

Describe the poor experience you had

Include ideas for what the library should change

Explain why you feel the library needs alteration

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 6**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have seen an advertisement in the newspaper for a temporary job working as a Sales Representative during the holiday season. You decide to apply for the job.

Write a letter to the Hiring Manager of the company. In your letter:

Introduce yourself

Explain what experience and special skills you have

Explain why you are interested in the job

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 7**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You were recently impressed by a staff member at a supermarket.

Write a letter to the manager of the supermarket. In your letter:

Describe the situation

Explain how you were helped

State what you are going to do as a result of this good experience

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 8**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You experienced a problem while visiting a store in your neighborhood.

Write a letter to the manager of the store. In your letter:

Describe the problem

Explain why this problem has upset you

State what you want to happen as a result of your letter

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 9**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are having a party and want to invite your friend from a different city.

Write a letter to your friend. In your letter:

Describe why you are having the party

Give directions on how to get to the venue

Suggest how you can accommodate him/her

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 10**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently took a long vacation. In your absence, a friend did you a huge favor.

Write a letter thanking your friend. In your letter:

Explain what the favor was

Describe how this favor helped you

Offer compensation

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 11

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Your friend invited you to his/her birthday party, but you are unable to attend.

Write a letter apologizing for your absence. In your letter:

State why you cannot go

Explain your reason for not contacting your friend sooner

Suggest another time to meet

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 12

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are moving to a new city for work and have just realized that an old friend lives in the city.

Write a letter to your friend. In your letter:

Ask them for advice in finding accommodation

Tell them where you would like to live

Tell them the type of place you are looking for

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 13**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently went on a trip with a friend and you both took some photographs.

Write a letter to your friend. In your letter:

Ask your friend to send you a particular photograph

Explain why you need that particular photograph

Tell your friend what happened to your copy of it

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 14**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently went on a trip with a friend and you both took some photographs.

Write a letter to your friend. In your letter:

Ask your friend to send you a particular photograph

Explain why you need that particular photograph

Tell your friend what happened to your copy of it

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 15**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have recently started work in a new company.

Write a letter to your friend. In your letter:

Explain why you changed jobs

Describe your new job

Tell him/her your other news

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 16**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have been busy with your studies for the past month and haven't had time to visit your family.

Write a letter to your grandmother. In your letter:

Apologize for not getting in touch with her sooner

Explain why you have been so busy

Arrange a time to visit

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 17**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Last weekend, your cousin celebrated her 50th birthday, but you couldn't attend and you forgot to cancel.

Write a letter to your cousin. In your letter:

Apologize for missing the birthday celebration

Explain why you missed it and why you hadn't let her know

Describe how you will make it up to her

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 18**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You were absent from an important event held by the company you work for.

Write a letter to your manager. In your letter:

Apologize for your absence and explain the reasoning

Explain why you had to be at the other event

Explain what you will do to catch up

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 19**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have received a job offer for an exciting, new position. Although you are expected to start on September 7th, you are only available to start a week later due to personal reasons.

Write a letter to your new boss. In your letter:

Express your enthusiasm for the job offer

Explain the problem

Suggest what you can do

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 20**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have been invited to a networking conference for your field of work.

Write a letter to your boss. In your letter:

Describe the invitation you received and why it is important to you

Explain why the conference would be beneficial for you and the company

Ask for the company for time off to attend and to cover some of the travel costs

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 21**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are going to spend your vacation in Rome, Italy. Your friend's grandfather lives there and has offered to let you stay in his apartment.

Write a letter to your friend's grandfather. In your letter:

Thank him for the offer but politely decline

Inform him of when you will be in Rome and your travel plans

Invite him for an outing

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 22**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have had a problem with your neighbor for the past few months. You have not been able to meet with your neighbor to discuss the problem.

Write a letter to your neighbor. In your letter:

Explain the problem

Suggest a solution

Say what action you will take if the situation does not improve

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 23**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Your child's teacher has requested a meeting with you this Friday to discuss your child's low test scores. Unfortunately, you cannot attend.

Write a letter to your child's teacher. In your letter

Describe why you cannot attend the meeting

Explain how you have been helping your child study

Propose another time to meet

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 24**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You saw an advert in the newspaper asking for volunteers to help run a charity event.

Write a letter of application to the organisers. In your letter:

Explain why you are interested in helping

Give details suitable past experience

Suggest ways you might help with the event

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 25**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently ordered something online. When the delivery came it was not complete.

Write a letter to the company. In your letter:

Explain what you ordered and what was missing from your delivery

Explain the importance of this delivery

Ask for a replacement item to be sent

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 26**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You and your friends ate a meal at a restaurant to celebrate a special occasion, and you were extremely dissatisfied with the experience.

Write a letter to the restaurant manager. In your letter:

Explain the reason for the celebration

Give details of your visit to the restaurant

Say what you would like the restaurant to do Write about 150 words.

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 27**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are enrolled in a study abroad course in another country. Your accommodation was arranged by the course provider, and there is a major problem with the accommodation.

Write a letter to the course provider. In your letter:

Introduce yourself and describe the problem

Describe the accommodation you thought you were getting

Ask the provider to solve the problem

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 28**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have been invited to attend an admissions interview for a prestigious college.

Unfortunately, you cannot come at the proposed time due to a previous appointment.

Write a letter to the admissions tutor and explain your position. In your letter:

Introduce yourself and state your interest in the program

Apologize and offer to come at a different time

Ask how long the interview will be and if you will have to take an exam

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 29**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Write a letter to a company asking for a refund for something you bought from them online.

Write a letter to the Customer Service department. In your letter:

Describe the item you bought

Outline what the problem is

Explain why you want a refund

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 30**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have recently returned from an afternoon at your public library, and noticed various negative aspects that could be improved upon.

Write a letter to the manager of the public library. In your letter:

Describe the poor experience you had

Include ideas for what the library should change

Explain why you feel the library needs alteration

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 31**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have seen an advertisement in the newspaper for a temporary job working as a Sales Representative during the holiday season. You decide to apply for the job.

Write a letter to the Hiring Manager of the company. In your letter:

Introduce yourself

Explain what experience and special skills you have

Explain why you are interested in the job

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 32**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You were recently impressed by a staff member at a supermarket.

Write a letter to the manager of the supermarket. In your letter:

Describe the situation

Explain how you were helped

State what you are going to do as a result of this good experience

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 33**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You experienced a problem while visiting a store in your neighborhood.

Write a letter to the manager of the store. In your letter:

Describe the problem

Explain why this problem has upset you

State what you want to happen as a result of your letter

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 34**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are having a party and want to invite your friend from a different city.

Write a letter to your friend. In your letter:

Describe why you are having the party

Give directions on how to get to the venue

Suggest how you can accommodate him/her

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 35

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently took a long vacation. In your absence, a friend did you a huge favor.

Write a letter thanking your friend. In your letter:

Explain what the favor was

Describe how this favor helped you

Offer compensation

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 36

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Your friend invited you to his/her birthday party, but you are unable to attend.

Write a letter apologizing for your absence. In your letter:

State why you cannot go

Explain your reason for not contacting your friend sooner

Suggest another time to meet

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 37

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are moving to a new city for work and have just realized that an old friend lives in the city.

Write a letter to your friend. In your letter:

Ask them for advice in finding accommodation

Tell them where you would like to live

Tell them the type of place you are looking for

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 38

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently went on a trip with a friend and you both took some photographs.

Write a letter to your friend. In your letter:

Ask your friend to send you a particular photograph

Explain why you need that particular photograph

Tell your friend what happened to your copy of it

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 39**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently went on a trip with a friend and you both took some photographs.

Write a letter to your friend. In your letter:

Ask your friend to send you a particular photograph

Explain why you need that particular photograph

Tell your friend what happened to your copy of it

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 40**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have recently started work in a new company.

Write a letter to your friend. In your letter:

Explain why you changed jobs

Describe your new job

Tell him/her your other news

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 41

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have been busy with your studies for the past month and haven't had time to visit your family.

Write a letter to your grandmother. In your letter:

Apologize for not getting in touch with her sooner

Explain why you have been so busy

Arrange a time to visit

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

Final assessment on writing
For the 2nd year students
Card 42

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Last weekend, your cousin celebrated her 50th birthday, but you couldn't attend and you forgot to cancel.

Write a letter to your cousin. In your letter:

Apologize for missing the birthday celebration

Explain why you missed it and why you hadn't let her know

Describe how you will make it up to her

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 43**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You were absent from an important event held by the company you work for.

Write a letter to your manager. In your letter:

Apologize for your absence and explain the reasoning

Explain why you had to be at the other event

Explain what you will do to catch up

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 44**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have received a job offer for an exciting, new position. Although you are expected to start on September 7th, you are only available to start a week later due to personal reasons.

Write a letter to your new boss. In your letter:

Express your enthusiasm for the job offer

Explain the problem

Suggest what you can do

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 45**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have been invited to a networking conference for your field of work.

Write a letter to your boss. In your letter:

Describe the invitation you received and why it is important to you

Explain why the conference would be beneficial for you and the company

Ask for the company for time off to attend and to cover some of the travel costs

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 46**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You are going to spend your vacation in Rome, Italy. Your friend's grandfather lives there and has offered to let you stay in his apartment.

Write a letter to your friend's grandfather. In your letter:

Thank him for the offer but politely decline

Inform him of when you will be in Rome and your travel plans

Invite him for an outing

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 47**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You have had a problem with your neighbor for the past few months. You have not been able to meet with your neighbor to discuss the problem.

Write a letter to your neighbor. In your letter:

Explain the problem

Suggest a solution

Say what action you will take if the situation does not improve

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 48**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

Your child's teacher has requested a meeting with you this Friday to discuss your child's low test scores. Unfortunately, you cannot attend.

Write a letter to your child's teacher. In your letter

Describe why you cannot attend the meeting

Explain how you have been helping your child study

Propose another time to meet

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 49**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You saw an advert in the newspaper asking for volunteers to help run a charity event.

Write a letter of application to the organisers. In your letter:

Explain why you are interested in helping

Give details suitable past experience

Suggest ways you might help with the event

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)

**Final assessment on writing
For the 2nd year students
Card 50**

ENTRY 1 Writing CV

Revise the CV that you have started to write in the Writing course and e-mail it to your teacher in the form of an application for a scholarship or a job.

Assessment criteria

Task response

Organisation (layout, cohesion, order of items in CV)

Appropriate style (word choice, level of formality)

ENTRY 2 Write a Letter

You recently ordered something online. When the delivery came it was not complete.

Write a letter to the company. In your letter:

Explain what you ordered and what was missing from your delivery

Explain the importance of this delivery

Ask for a replacement item to be sent

Write at least 150 words

Assessment criteria

Task response

Organization (layout, cohesion)

Appropriate style (word choice, verb choice)