

Programme Module Title: Writing
Component Title and Code: Writing M2C02
Level: Level 2
Assessment Technique: Collection of Work
Weighting regarding this brief in %: 25%

Title: Task 1: Writing a note to a friend for one of the following reasons:

- To invite the friend to a party
- To arrange to meet up at a local event
- To share some good news

Guidelines:

The Learner will:

- Write a note to a friend and in doing so:
 - Write at least five sentences
 - Include personally relevant information such as name, address, telephone number
 - Structure the note in a logical and clear manner
 - Structure the sentences so that the meaning is clear
- Ensure the correct spelling of familiar and personally relevant words
- Ensure the correct use of upper and lower case letters and punctuation such as full stops
- Write the note in a form appropriate to the purpose and audience
- Include drafts of the letter to demonstrate the development and editing process
- The final proof-read letter which can be presented either handwritten or in word processed form and error free

Assessment Criteria:

In writing the letter the Learner should demonstrate evidence of:

1. Writing notes and messages needed for simple tasks (LO1: W1)
2. Writing, including drafting, at least five sentences so that they convey meaning and information (LO2: W2)
3. Using the rules of writing appropriately, including spelling familiar words accurately, checking the spelling of less familiar words, using capitals and full stops (LO3: W3)
4. Using a form of writing to suit purpose and audience (LO4: W4)

Submission Date: _____

I, _____, confirm that this is my own work.

Signed: _____

Date: _____

This brief is provided for illustrative purposes only. It should not be used as an instrument to assess learners.