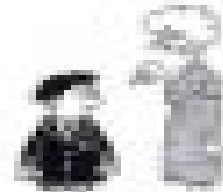


Name: _____	Date: _____
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WRITING SKILLS – Friendly letter
INSTRUCTIONS:

1. Write a letter of 100 – 150 words to your friend at primary school (100 – 150 words) on which you describe your hometown.
2. Your letter should include the following information:
 - Your name and how you are doing in school
 - How you are enjoying your school life in your country
 - How you feel about your school and your hometown
 - How you are getting on with your friends
 - How you are getting on with your school
3. Your letter should include a greeting, date, name and address.
4. Use the CHECKLIST below as a guide for writing.
5. Your letter will be assessed according to the following table:



Criteria	Good	Fair
1. Content		
2. Organisation		
3. Language		
4. Spelling and punctuation		
5. Grammar		
6. Presentation		
7. Vocabulary		

Criteria	Grade 1	Grade 2	Grade 3	Grade 4
1. Content	1.1.1.1	1.1.1.2	1.1.1.3	1.1.1.4
2. Organisation	2.1.1.1	2.1.1.2	2.1.1.3	2.1.1.4
3. Language	3.1.1.1	3.1.1.2	3.1.1.3	3.1.1.4
4. Spelling and punctuation	4.1.1.1	4.1.1.2	4.1.1.3	4.1.1.4
5. Grammar	5.1.1.1	5.1.1.2	5.1.1.3	5.1.1.4
6. Presentation	6.1.1.1	6.1.1.2	6.1.1.3	6.1.1.4
7. Vocabulary	7.1.1.1	7.1.1.2	7.1.1.3	7.1.1.4