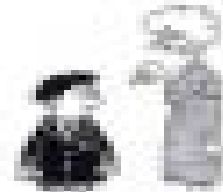


Name: _____	Date: _____
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WRITING SKILLS – Friendly letter
INSTRUCTIONS:

1. Your letter of 100 – 150 words to your friend at primary school (100 – 150 words) is what you discuss your relationship.
2. Your letter should include the following information:
 - Your topic and how you are going to write
 - Your first paragraph (introduction) – how you are going to write
 - Your middle paragraphs (main body) – what you are going to write
 - Your closing paragraph (conclusion) – how you are going to write
 - How you are going to write
3. Your letter should include your 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. Introduction		
2. Main body		
3. Conclusion		
4. Address		
5. Name		
6. Date		
7. Overall quality		

Criteria	Level 1	Level 2	Level 3	Level 4
1. Introduction	1.1. Introduction is missing or very brief.	1.2. Introduction is brief.	1.3. Introduction is clear and relevant.	1.4. Introduction is clear, relevant and engaging.
2. Main body	2.1. Main body is missing or very brief.	2.2. Main body is brief.	2.3. Main body is clear and relevant.	2.4. Main body is clear, relevant and engaging.
3. Conclusion	3.1. Conclusion is missing or very brief.	3.2. Conclusion is brief.	3.3. Conclusion is clear and relevant.	3.4. Conclusion is clear, relevant and engaging.
4. Address	4.1. Address is missing or very brief.	4.2. Address is brief.	4.3. Address is clear and relevant.	4.4. Address is clear, relevant and engaging.
5. Name	5.1. Name is missing or very brief.	5.2. Name is brief.	5.3. Name is clear and relevant.	5.4. Name is clear, relevant and engaging.
6. Date	6.1. Date is missing or very brief.	6.2. Date is brief.	6.3. Date is clear and relevant.	6.4. Date is clear, relevant and engaging.
7. Overall quality	7.1. Overall quality is poor.	7.2. Overall quality is fair.	7.3. Overall quality is good.	7.4. Overall quality is excellent.