

CLB 3L  
Writing Task Exemplar  
Note about Food

Directions for the task:

1. Explain the task to learners and make sure they understand the indicators of success.
2. Elicit language for food and notes and write on the board as a word bank.
3. Have learners write the note.
4. Support learners as needed and encourage use of strategies.
5. Guide learners through the reflection.
6. Complete *Instructor's feedback* and discuss with each learner.

**Assessment information**

**Level:** CLB 3L Writing

**Competency Area:** Getting Things Done

**Task:** Write a simple note to buy a number of items and include a food restriction

**Indicators of success for this task:**

- Learner included the required information: a greeting and closing, the date, 6–8 items, and a food restriction.
- Learner mostly used periods and capitals correctly.
- Learner spelled most words correctly.
- Learner had some help or worked independently.

**Note:**

- Learner may use invented spelling.
- Learner may have difficulty with word order or word forms.



Learning reflection:			
Using vocabulary:	hard	so-so	easy
Spelling:	hard	so-so	easy
Writing sentences:	hard	so-so	easy
Writing the date:	hard	so-so	easy

Instructor's feedback (discuss with learner):			
Note has date, greeting, and closing:	good start	almost	successful
Note has 6–8 food items:	good start	almost	successful
Note includes restriction:	good start	almost	successful
Mostly used periods and capitals:	good start	almost	successful
Most words are spelled correctly:	good start	almost	successful
Learner's results based on instructor's feedback:			
<b>Good start</b> ✓	<b>Almost</b> ✓ ✓	<b>Successful</b> ✓ ✓ ✓	
How much help did the learner need?			
<b>Lots of help</b> ✓	<b>Some help</b> ✓ ✓	<b>On my own</b> ✓ ✓ ✓	
Instructor's comments:			
Work on:		Continue:	

