

Section 2 - Writing

FORMAL LETTER

Refer to the context below and answer the questions that follow.

You are Nithin, residing in Thiruvananthapuram, Kerala. You have to write a letter to the editor of a national daily bringing attention to the problem of increased prices of vegetables, like onions and tomatoes. Due to this, many poor families are not able to cook nutritious food.

Q: 1 Which of these introductory lines has a tone that is suitable for Nithin's letter?

- 1** The issue of overpriced vegetables makes me angry.
- 2** I would like to highlight the issue of overpriced vegetables.
- 3** What did one onion say to another onion when a poor man bought them?
- 4** Does anyone even care about poor people not being able to afford basic necessities?

Q: 2 Select the most logical arrangement of the following points for Nithin's letter.

(I) The government should regulate these prices in the market so everyone can afford them.

(II) Prices of the vegetables are as high as Rs. 40/kg for tomatoes and Rs. 90/kg for onions.

(III) I hope our readers who have power and influence are moved to do something about this issue.

(IV) The result of the price hike is that certain families have started showing nutritional deficiencies.

- 1** (I)-(II)-(III)-(IV) **2** (III)-(II)-(I)-(IV) **3** (II)-(III)-(I)-(IV) **4** (II)-(IV)-(I)-(III)

Q: 3 Complete the following sentence with the most suitable option.

The _____ malnutrition can be severe. People have lost their jobs _____ they took too many sick leaves.

- 1** reason for; as
- 2** result of; because
- 3** increase of; however
- 4** benefit from; even though

Q: 4 Nithin's letter has become too long. Which of the following pieces of information can he REMOVE with reference to the purpose of the letter?

- 1** a few lines detailing the consequences of poor nutrition
- 2** a paragraph tracing how the prices have increased over time
- 3** some sentences exploring possible solutions to regulate prices
- 4** a section explaining the economics behind the demand for vegetables

Refer to the given context and answer the questions that follow.

You are Soma, residing in Kolkata, West Bengal. The main road outside your residential area witnesses a lot of car accidents due to lack of traffic lights at intersections. You have to write a letter of complaint to the Municipal Commissioner regarding the issue.

Q: 5 Which question is NOT relevant for Soma to address in her letter?

- 1 Why is the area so accident-prone?
- 2 Which exact area witnesses a lot of accidents?
- 3 What can be done to reduce the number of accidents?
- 4 Which models of cars have been involved in the accidents?

Q: 6 Which of these lines would appear in the body of Soma's letter?

- 1 I sincerely hope that the hazard will be taken care of.
- 2 I counted about 13 accidents on this road just last month.
- 3 I want to highlight the issue of frequent accidents in our area.
- 4 I think the problem can be resolved easily with your assistance.

Q: 7 What is the tone and the purpose that Soma should follow for her letter?

- 1 an optimistic tone for the purpose of inspiring hope
- 2 a neutral tone for the purpose of describing a problem
- 3 an engaging tone for the purpose of entertaining her audience
- 4 an authoritative tone for the purpose of influencing her audience

Q: 8 Select the most suitable replacement for the underlined words in the given line to convey Soma's point meaningfully.

The safety of the residents is problematic .Traffic lights should be installed eagerly .

- | | |
|-----------------------------|----------------------------------|
| 1 on edge; instantly | 2 at stake; at the earliest |
| 3 of worry; in the meantime | 4 an understatement; for a while |

Q: 9 Identify the correction required in the following line from Soma's letter.

Moreover a group of residents has raised this issue before, the authorities have not taken action.

- | | |
|-------------------------------------|--------------------------------------|
| 1 change 'have' to 'has' | 2 change 'has' to 'have' |
| 3 change 'raised' to 'been raising' | 4 change 'Moreover' to 'Even though' |

Refer to the given context and answer the questions that follow.

You are Nausheen, a resident of Palwal Heights, Lucknow. You recently ordered a set of bedsheet and pillow covers from a retail shop near your house. However, the set is of a different colour and came with a missing pillow cover. You have to write a letter requesting for a replacement.

Q: 10 Which of these would be a relevant introductory line for Nausheen's letter?

- 1 I ordered a set for a queen size bed, not a king size bed.
 - 2 I would like to bring people's attention to an important matter.
 - 3 I am extremely disappointed that I have to write this letter to you today.
 - 4 I recently received an incorrect order from your company with the following details.
-

Q: 11 Which of these aspects are important for Nausheen to include in her letter?

- (I) details on the material of the product
- (II) expiry date of the product
- (III) an assertive tone
- (IV) the order number
- (V) her home address

- 1 (I), (III) and (IV)
 - 2 (I) and (III)
 - 3 (II), (IV) and (V)
 - 4 (IV) and (V)
-

Q: 12 Select the option that revises the line below from Nausheen's letter in a clear manner.

The right order replaced for the old one is being request by me from you and hope to hear back from you.

- 1 I request you to replace the older order with the right one. I hope to hear from you soon.
 - 2 Kindly replace this order with another one that is correct please. I am hoping to hear from you soon.
 - 3 I request that you please do a replacement of the older order as soon as possible. I should hear from you.
 - 4 The order from you that was wrong, I hope, will be replaced by you for the right order and that it happens soon.
-

Q: 13 Choose the most appropriate ending for Nausheen's letter.

- 1 I request you to share details on the updated order and expected date of delivery.
 - 2 I hope the authorities will take the action needed for the protection of our citizens.
 - 3 I will be taking legal action against the company if there is no response.
 - 4 I want to thank you again for resolving my issue efficiently.
-

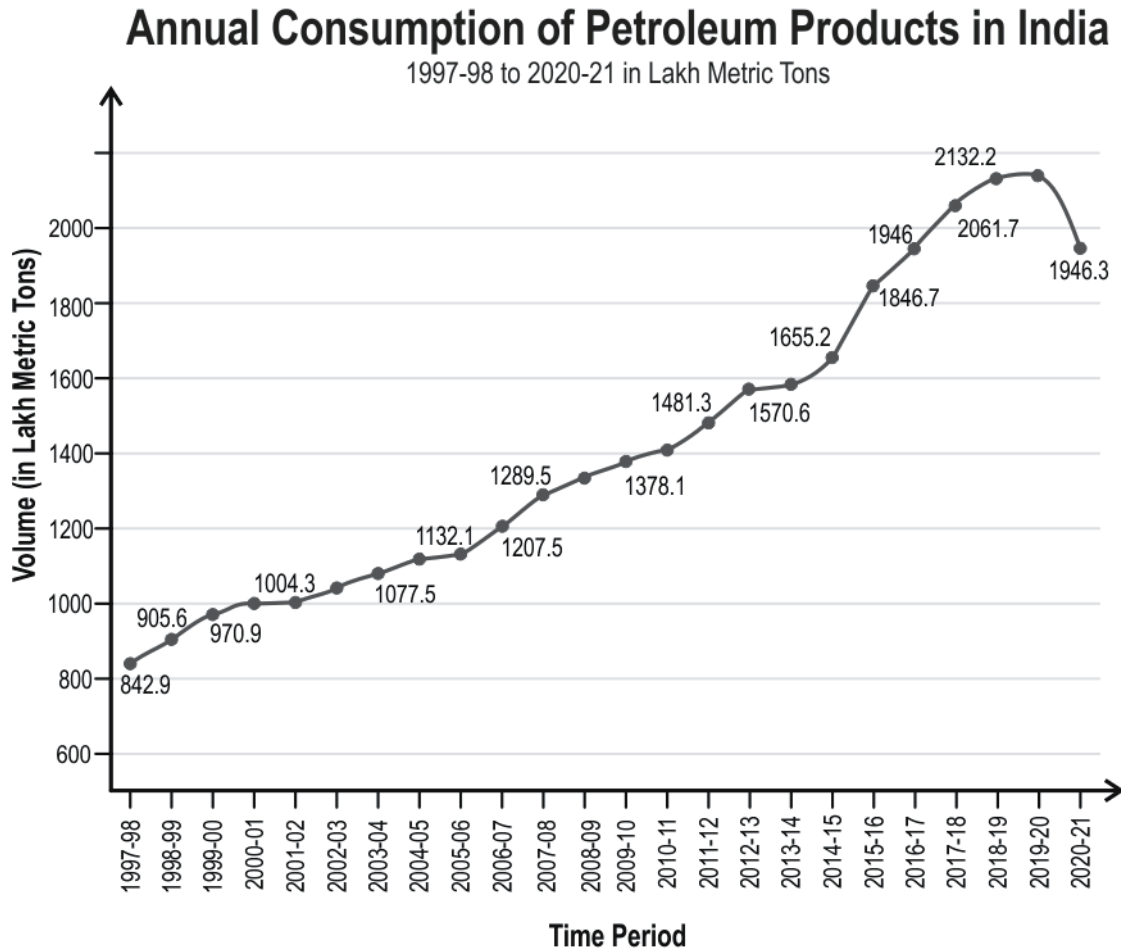
Q: 14 Select the option that completes Nausheen's description of the problem below.

The order warrants a replacement for two _____: the colour of the set does not match _____ and a pillow cover is missing.

- 1 problems; the bedsheet
- 2 reasons; what I ordered
- 3 requests; the colour green
- 4 features; my expectations

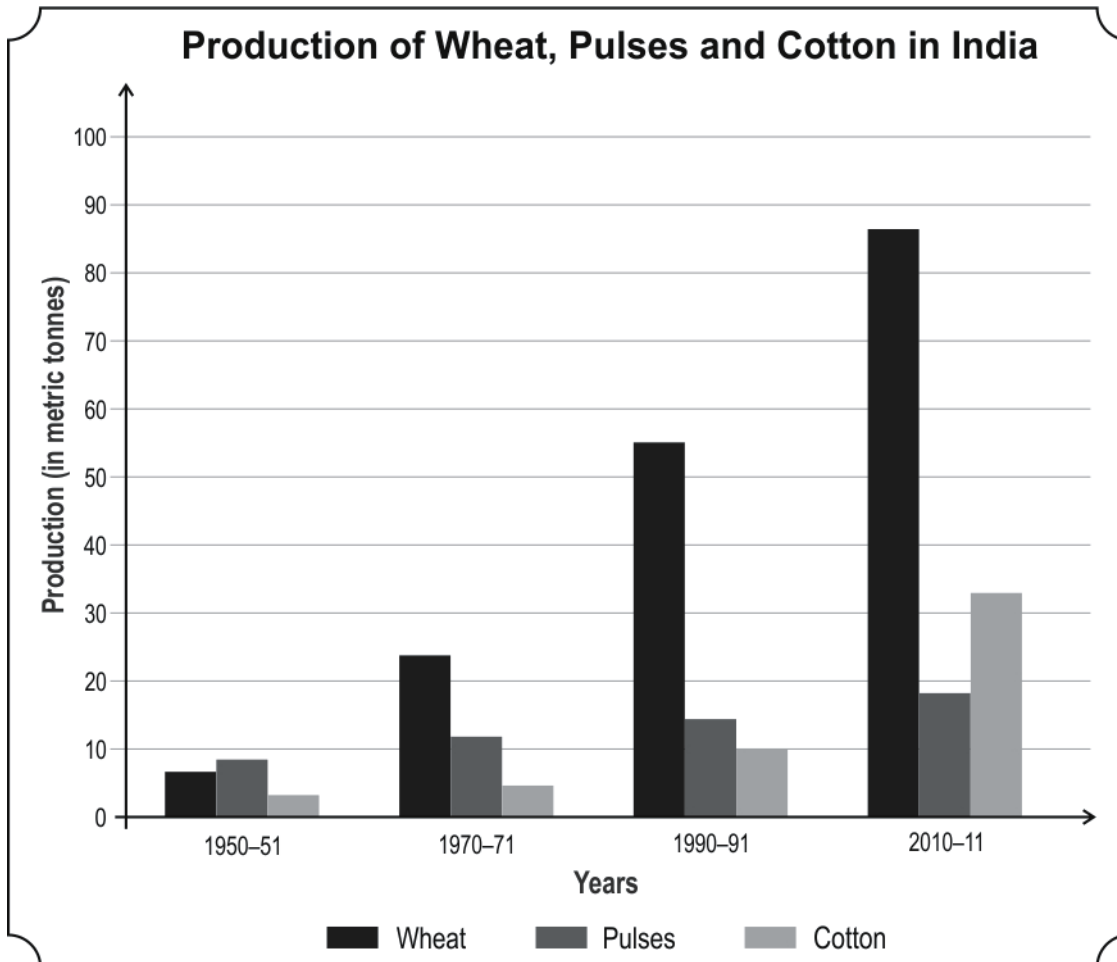
ANALYTICAL PARAGRAPH

Q: 15 The chart below displays data about the annual consumption of petroleum products across the years 1997-2021. Write a paragraph in 100-120 words analysing the given data. [5]



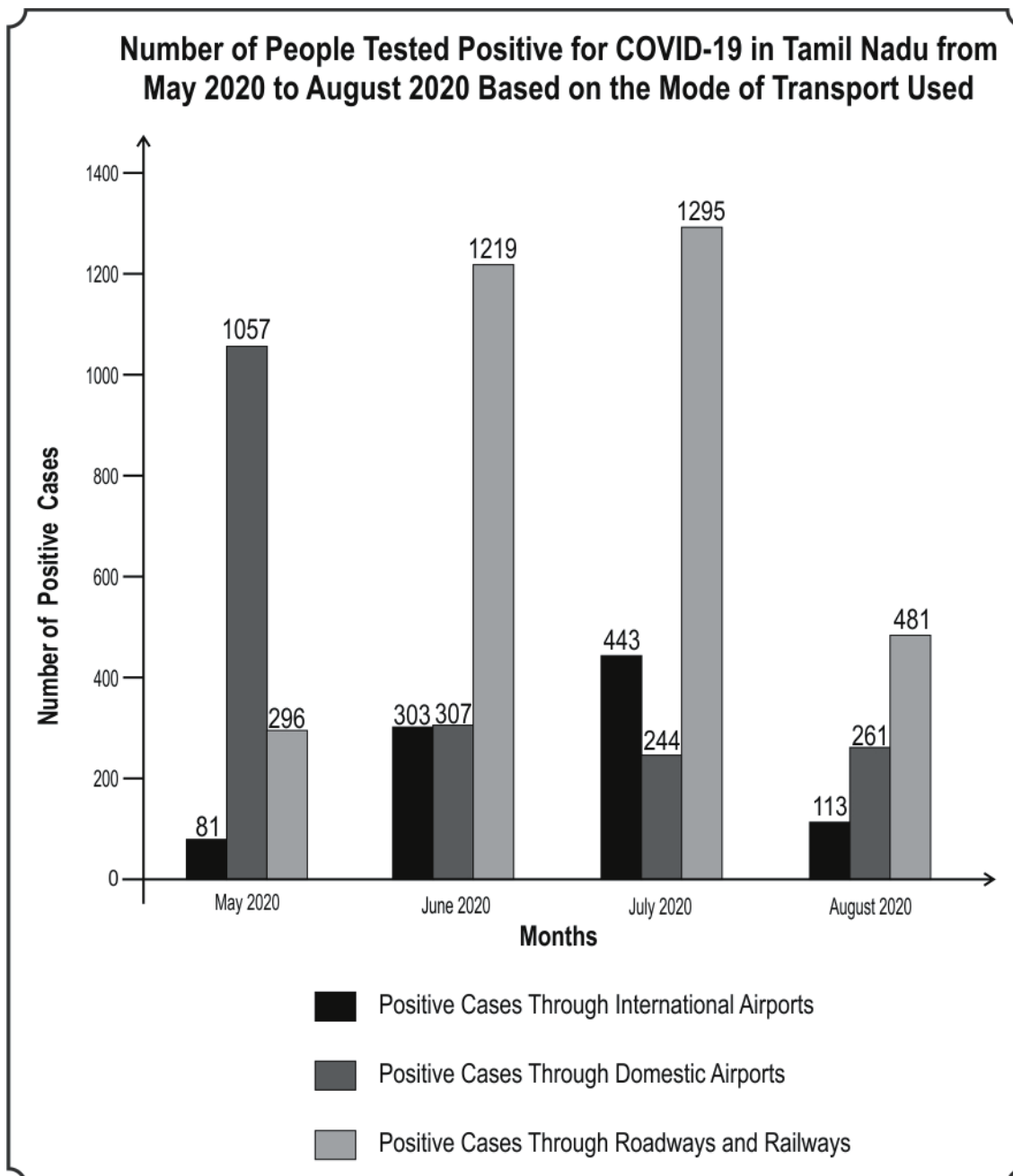
Source (edited): 'Petroleum Planning & Analysis Cell (PPAC)' - www.factly.in

Q: 16 The chart below displays data about the production (in metric tonnes) of three crops – [5] wheat, pulses and cotton – in India for five specific years between 1950-51 and 2010-11. Write a paragraph in 100-120 words analysing the given data.



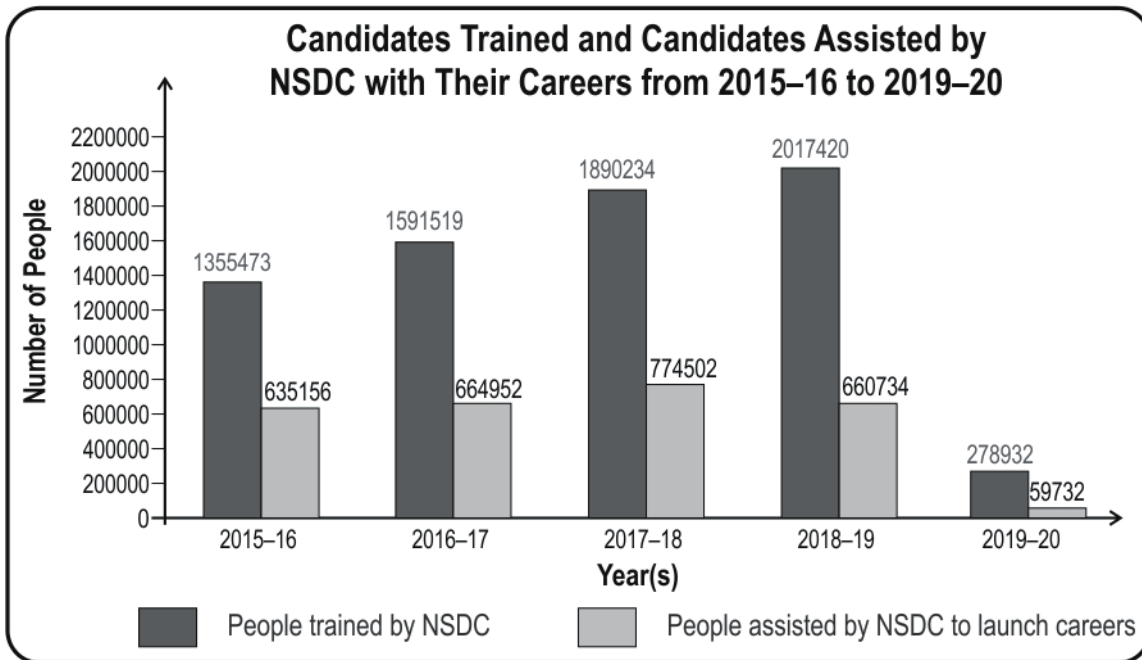
Source (edited): ' Levels of Agricultural Development and Environmental Issues in India: A Geographical Perspective' - *IJRAR, Volume 7, Issue 2, April-June 2020*

Q: 17 COVID-19, caused by SARS-CoV-2 virus, is an infectious disease that spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. The graph given below provides information about the number of people who tested positive for COVID-19 as they used various modes of transport in Tamil Nadu from May 2020 to August 2020. Write a paragraph in 100-120 words analysing the given data. [5]



Source (edited): 'Classification of Month wise Positive Cases by various modes of Transportation in Tamil Nadu from May 2020 to April 2021' - <https://community.data.gov.in/classification-of-month-wise-positive-cases-by-various-modes-o>

- Q: 18** National Skill Development Corporation (NSDC) is a government organisation that works in the area of skill development and helps people develop skills to succeed in their careers. The graph given below provides information about the number of people trained by NSDC and the number of people that were assisted by NSDC in starting their careers after their training from 2015 to 2020. Write a paragraph in 100-120 words analysing the given data. [5]



Source: 'Details of Overall Candidates and Persons with Disabilities (PwDs) Trained and reported Placed by NSDC under Fee based Model from 2015-16 to 2019-20 (From: Ministry of Skill Development and Entrepreneurship)' - <https://community.data.gov.in/candidates-trained-and-reported-placed-by-nsdc-under-fee-bas>

- Q: 19** Read the statement given below. *Social media is a useful platform for many teenagers as it exposes them to news and helps them interact with people across the globe. It also gives them a platform to be creative.* [5]

Write a paragraph in about 120 words analysing the given argument. You can think about what alternative explanations might weaken the given conclusion and include rationale/evidence that would strengthen/counter the given argument.

- Q: 20** Read the statement given below. *Newspapers should go online completely and we should do away with printed copies. Printing newspapers wastes ink and paper in a digital age where most people get information from the internet.* [5]

Write a paragraph in about 120 words analysing the given argument. You can think about what alternative explanations might weaken the given conclusion and include rationale/evidence that would strengthen/counter the given argument.

Q: 21 Read the statement given below. *Many students do not participate in classroom discussions, whereas some students contribute valuable points. The curriculum should allot some marks for participation so that students are motivated to share in discussions.* [5]

Write a paragraph in about 120 words analysing the given argument. You can think about what alternative explanations might weaken the given conclusion and include rationale/evidence that would strengthen/counter the given argument.

FORMAL LETTER

Q: 22 You are Shoaib/Saiqua, a resident of 80A/1B Topsia Road, Kolkata. You noticed that the elderly in your community are reluctant to get vaccinated against COVID-19. Write a letter in 120 -150 words to the Editor of a newspaper expressing your concern about this reluctance and mentioning the need to create awareness about the vaccination programme. [5]

Q: 23 During one of your visits to a bank in your city, you noticed that the bank is not easily accessible to people with disabilities. The absence of ramps makes it highly difficult for people in wheelchairs to avail the services of the bank. Write a letter in 100-120 words to your District Magistrate highlighting the issue and requesting him/her to take necessary action. You are Sneha/Shahid from Madhuban Apartments, Kanpur. [5]

Q: 24 You are Sudha/Sameer, a resident of Malviya Nagar, Pune, Maharashtra. You had applied for a creative writing course offered by a leading publishing house in your city. The selection committee liked your application and has sent you a letter accepting your application. They have requested for a letter of confirmation from your side along with a recent passport size photo and a self-introduction note for the first class. [5]
Write a reply to the letter in 100-120 words confirming that you will join the course. Provide all the details requested by the committee.

Q: 25 You are Pooja/Prateek, a resident of Hoysala Nagar Colony, Bengaluru, Karnataka. Last month, you enrolled for a month-long computer course at Hyderabad School of Computer Sciences. You were granted accommodation in the school's hostel for the duration of the course. However, when you contacted the hostel for confirmation, you found out that your name was not registered in the list. [5]

Write a letter in 100-120 words to the Head of School complaining about the issue. Mention how this impacts your travel plan and request for corrective action to be taken at the earliest.

- Q: 26** You are Aritrika/Gaurav – a resident of Kasba, Kolkata, West Bengal. Vikas Sinha is the [5]
watchman of Shalimar Apartments, the building in which you stay. He has been
guarding your building for the past eight years. Recently, he has been diagnosed with
a serious ailment and is unable to afford the treatment.
Write a letter in 100-120 words to the secretary of the building requesting him to
collect donations from the residents of the building to help Vikas. Mention why you
feel helping him is essential.
- Q: 27** You are Sonakshi, the secretary of the music club in your school. Place an order for [5]
microphones, amplifiers and speakers from the local music shop for an upcoming
music competition being hosted by your school. Write the letter in 100-120 words
mentioning a date by when the equipment should be delivered.
- Q: 28** You are Sayan, a resident of Rajendra Apartments, Chennai. You have recently settled [5]
down in Tamil Nadu and would like to learn Tamil. Write a letter in 100-120 words
applying for a 2-month basic language course at 'Language Learners Centre'. Enquire
about the fees and the weekly schedule of classes.
- Q: 29** You are Pranab, a member of the student council at your school. Your school is [5]
organising a mock United Nations session for various schools in your district. In
100-120 words, write a letter to your local stationery shop giving a bulk order for
notebooks and pens.
- Q: 30** You are Sangeeta, a student of class X. You recently came across a learning app on the [5]
internet that offers practise questions to prepare students for the board exams. In 100-
120 words, write a letter to the operations officer of the app enquiring about their pricing
and the duration of the free trial period.
- Q: 31** You are Rishi, a student of Blossoms High. You have recently relocated to an area [5]
further away from school and would like to opt for the school transport service. Write
a letter in 100-120 words to the transport administrator of your school enquiring
about the nearest bus stop and the transportation fee.
- INFORMAL LETTER
- Q: 32** Amidst a global pandemic, the rise of messages forwarded using social media and fake [5]
news bothers you. Your cousin has shared with you an article that contains incorrect
information. Write a letter in 100-120 words to your cousin, advising her/him to be
aware of false information and suggesting ways to fact-check the information
available. You are Kalika/Shameem from Madhuban Apartments, Lucknow, Uttar
Pradesh.
- Q: 33** Your mother has recently been informed about your younger brother's excessive use of [5]
his mobile phone by his hostel warden. Write a letter to your brother in 100-120 words
telling him about the harmful effects of mobile phone addiction and suggesting him
ways to reduce his dependency on mobile phones.

Q: 34 You are Rashi/Rishabh, a resident of Fateh Nagar, Delhi. You are keen on adopting a kitten as a pet and would like to know about the various things to keep in mind before adopting one. Your friend Suraj has several cats as pets at his home. Write a letter to him in 100-120 words seeking necessary information to know before the adoption and asking for advice on keeping a pet cat. [5]

DEBATE

Q: 35 You are Samhita/Alok, the head girl/head boy of your school. Write your views in 80-100 words either for or against the statement: 'The choice of a career should entirely depend on the interests of the students.' [5]

Q: 36 You are Sina/Shinoy, a student of Excellence Public School. Your school has organised a debate on the topic 'Online Education is Better than Offline Education' in which you will be participating. Write your views in 100-120 words either for or against the statement. [5]

DIARY ENTRY

Q: 37 Your best friend's father has been posted to another city for work and your friend will be moving away with his/her family by the end of the week. Write a diary entry in 100-120 words expressing your feelings about the situation. [5]

SPEECH

Q: 38 You have been selected as a local ambassador for UNICEF's Youth Volunteer Programme. Write an inaugural speech in 100-120 words to be delivered at the programme, highlighting the need for sufficient public toilets for women in remote areas and the importance of ensuring hygiene and sanitation. [5]

STORY WRITING

Q: 39 Write a short story in 100-120 words beginning with the following lines. Give a suitable title to the story. [5]

'Mr Gupta was returning from work at around 11:30 pm that night. On his way home, he heard a rustling sound from the bushes... '



PARAGRAPH WRITING

Q: 40 Imagine that you get an opportunity to travel back in time. Write a descriptive paragraph about your experience in 100-120 words. Use the following points to structure your paragraph: [5]

Which time period would you travel to?

Where would you find yourself?

What would you do?

What would people and objects around you look like?

What kind of events would take place in this setting?

Section 2 – Answer Key



The table below gives the correct answer for each multiple-choice question in this test.

Q.No	Correct Answers
1	2
2	4
3	2
4	4
5	4
6	2
7	2
8	2
9	4
10	4
11	4
12	1
13	1
14	2



Q.No	Teacher should award marks if students have done the following:	Marks
15	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Gives a clear overview of the map/chart/graph/report [1 mark]◆ Highlights key features like similarities, contrasts or noticeable trends [1 mark]◆ Uses data from the map/chart/graph/report to support analysis [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Provides a clear topic sentence and details based on the map/chart/graph/report [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
16	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Gives a clear overview of the map/chart/graph/report [1 mark]◆ Highlights key features like similarities, contrasts or noticeable trends [1 mark]◆ Uses data from the map/chart/graph/report to support analysis [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3



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Q.No	Teacher should award marks if students have done the following:	Marks
19	<p><u>Content</u></p> <ul style="list-style-type: none">◆ States a clear point of view in support of/countering the given argument [0.50 marks]◆ Presents strong and valid points supported with examples or facts [1 mark]◆ Uses engaging and persuasive vocabulary to present the points [0.50 marks]◆ Avoids repetition of ideas and sentences [0.50 marks]◆ Fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Presents an introductory viewpoint, supporting details and concluding thoughts [0.50 marks]◆ Maintains a logical flow in the ideas presented [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1
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22	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
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23	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1



Q.No	Teacher should award marks if students have done the following:	Marks
24	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Responds to all aspects of the letter received [1 mark]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1



Q.No	Teacher should award marks if students have done the following:	Marks
25	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i>	1



Q.No	Teacher should award marks if students have done the following:	Marks
26	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i>	1



Q.No	Teacher should award marks if students have done the following:	Marks
27	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i>	1



Q.No	Teacher should award marks if students have done the following:	Marks
28	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i>	1



Q.No	Teacher should award marks if students have done the following:	Marks
29	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i>	1



Q.No	Teacher should award marks if students have done the following:	Marks
30	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i>	1
31	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses a formal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) [0.50 marks]◆ Follows the correct format for a formal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
32	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses an informal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of an informal letter (date, sender and receiver addresses, opening and closing salutations) [0.50 marks]◆ Follows the correct format for an informal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
33	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses an informal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of an informal letter (date, sender and receiver addresses, opening and closing salutations) [0.50 marks]◆ Follows the correct format for an informal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
34	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Expresses the intent of the letter with a strong sense of purpose [0.50 marks]◆ Matches the brief given [0.50 marks]◆ Uses an informal tone [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Includes all components of an informal letter (date, sender and receiver addresses, opening and closing salutations) [0.50 marks]◆ Follows the correct format for an informal letter (date in expanded form, alignment of content, paragraph breaks) [0.50 marks]◆ Provides a clear sense of a beginning, middle and end [0.50 marks]◆ Presents a smooth transition of ideas [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	2
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
35	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Takes a clear stand on the given topic [0.50 marks]◆ Provides strong and valid arguments to support the stand [0.50 marks]◆ Provides interesting examples and factual details to support the stand [0.50 marks]◆ Avoids repetition of ideas and sentences [0.50 marks]◆ Uses engaging and persuasive vocabulary to present the arguments [0.50 marks]◆ Fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Presents viewpoints in a clear and orderly manner [0.50 marks]◆ Maintains consistency in viewpoints presented [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
36	<p><u>Content</u> ◆ Takes a clear stand on the given topic [0.50 marks]◆ Provides strong and valid arguments to support the stand [0.50 marks]◆ Provides interesting examples and factual details to support the stand [0.50 marks]◆ Avoids repetition of ideas and sentences [0.50 marks]◆ Uses engaging and persuasive vocabulary to present the arguments [0.50 marks]◆ Fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Presents viewpoints in a clear and orderly manner [0.50 marks]◆ Maintains consistency in viewpoints presented [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Language Mechanics</u> ◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
37	<p><u>Content</u> ◆ Expresses the main topic with a strong sense of purpose [0.50 marks]◆ Addresses all aspects of the topic [0.50 marks]◆ Makes many creative personal connections with the topic [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks] <i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><u>Organisation</u> ◆ Includes all aspects of a diary entry in their correct format (date, first-person point of view, relevant tense) [1 mark]◆ Presents fully-developed ideas with a logical connection between sentences [1 mark]</p> <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p> <p><u>Language Mechanics</u> ◆ Uses correct grammar, spelling and other language mechanics <i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	2
38	<p><u>Content</u></p> <ul style="list-style-type: none"> ◆ States the main idea with a strong sense of purpose [0.50 marks] ◆ Presents focused points that support the main idea [0.50 marks] ◆ Incorporates relevant anecdotes, examples, and facts [0.50 marks] ◆ Informs or persuades the reader [0.50 marks] ◆ Uses appropriate choices of words and expressions relevant to the main idea [0.50 marks] ◆ Fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Presents viewpoints in an organised manner [0.25 marks]◆ Starts with a proper address to the audience and ends with an appropriate conclusion [0.25 marks]◆ Adheres to the main topic [0.25 marks]◆ Emphasises on the main idea in the concluding paragraph [0.25 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
39	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Presents content that is original, relevant, engaging and to the point [0.50 marks]◆ Avoids repetition of ideas and sentences [0.50 marks]◆ Presents a clear plot with a logical sequence of events [0.50 marks]◆ Employs a range of devices that helps advance the plot, gives insight into the characters and describes the setting [0.50 marks]◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]◆ Fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Presents a clear beginning, middle and end [0.50 marks]◆ Handles the conclusion skillfully to reinforce the theme and provide closure [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1



Q.No	Teacher should award marks if students have done the following:	Marks
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1
40	<p><u>Content</u></p> <ul style="list-style-type: none">◆ Covers all the stated points to describe the experience [1 mark]◆ Supports the description with visual details about the relevant setting, people and events [1 mark]◆ Uses appropriate vocabulary that is relevant to the context [0.50 marks]◆ Fulfils the word count requirement [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	3
	<p><u>Organisation</u></p> <ul style="list-style-type: none">◆ Relates all the sentences to the main idea [0.50 marks]◆ Presents sentences that have a clear progression [0.50 marks] <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1
	<p><u>Language Mechanics</u></p> <ul style="list-style-type: none">◆ Uses correct grammar, spelling and other language mechanics <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1