

<i>900 exercises in vocational communication</i>	SUMMATIVE ASSESSMENT	Category D1
		Eval.:

Last name:	First name:	Date:
Category D:	Produce a written message	Level: 1
Conditions:	Time allowed: 1hr ½	– Dictionary allowed

Operational aims	Codes	Criteria for success	Evaluation	
			Learner	Teacher
Answer simple questions.	<i>D1-11</i>	<u>Part 1</u> Have answered the 7 questions of the questionnaire entitled "To get to know you".		
Answer simple questions about an everyday event (given elements).	<i>D1-33</i>	For the first 2 questions, have taken into account the situation set out on page 1.		
Fill in a form.	<i>D1-12</i>	<u>Part 2</u> For the first form: have answered the questions by inventing answers. The last 2 answers are optional, it is not necessary to answer. For the second form: have ticked one prize of your choice.		
Give a title or a caption to documents.	<i>D1-32</i>	<u>Part 3</u> Have chosen one picture (or one photo) and have noted down its number. Have given a title. The title must correspond to what you see (or to what you can understand from the picture).		
Answer precise questions on a visual message (picture, drawing or photo).	<i>D1-13</i>	<u>Part 4</u> Have written why you chose the picture (or photo).		
Using simple sentences, write a paragraph, then a short text.	<i>D1-34</i>	Have written between 5 and 10 lines.		

THE EVALUATION CRITERIA CONTINUE ON PAGE 2

EVALUATION CRITERIA CONTINUED

Produce a simple message from given elements to be classified.	D1-21	<u>Part 5</u> Have addressed the envelope using the elements given (name and address of Supermag). Have placed the elements correctly on the envelope.		
Write a note. Write a message using simple sentences.	D1-14 D1-31	<u>Part 6</u> Have written a note (in the form of a short message or an email). Have written the note to the person requested. Have explained the conditions of the competition without forgetting anything. Have written the note so that it is fully understood by the reader. Have written simple but complete sentences.		
Write a message from a series of pictures.	D1-23	<u>Part 7</u> Have written 1 or 2 sentences under each picture of the comic strip. The sentences must be related to the subject of the pictures and form a short story. You can make the characters speak or describe the situation.		
Describe a document in precise detail. Structure a message from diagrams.	D1-35 D1-22	<u>Part 8</u> Have described the letter from Supermag giving the information it contains. Have explained the 2 nd round of the competition and what had to be done to take part, based on the different documents (letter to the winners and comic strip).		