

<i>900 exercises in vocational communication</i>	<b>SUMMATIVE ASSESSMENT</b>	<b>Category D2</b>
		<b>Eval.:</b>

<b>Last name:</b>	<b>First name:</b>	<b>Date:</b>
<b>Category D:</b>	<b>Produce a written message</b>	<b>Level: 2</b>
<b>Conditions:</b>	<b>Time allowed: 2 hrs</b>	<b>– Dictionary allowed</b>

Operational aims	Codes	Criteria for success	Evaluation	
			Learner	Teacher
Produce a message adapted to a specific audience.  Write an administrative letter.	<i>D2-11</i>  <i>D2-14</i>	<u>Part 1</u> The letter must be addressed to the personnel director and present the request clearly.  <u>Part 2</u> The letter must be in the form of an administrative letter with the sender's address, the date and the name and position of the person receiving it.		
Write a letter to ask for or give simple information.	<i>D2-13</i>	<u>Part 2</u> The letter must present the situation and formulate the information requested clearly and precisely.		
Look for and choose elements in order to give information.	<i>D2-21</i>	<u>Part 3</u> Each piece of information presented in note form must have a number corresponding to the category required (how to apply, documents to be supplied, etc.)		
Make up sets and give them a title.  Organise and structure elements in order to give information.  Construct a plan from given elements.	<i>D2-25</i>  <i>D2-22</i>  <i>D2-24</i>	<u>Part 4</u> The text taking up the notes must include titles.  The text taking up the notes must present them in a logically grouped form.  The titles given to each part must be related to the groups of notes.		

**THE EVALUATION CRITERIA CONTINUE ON PAGE 2**

## EVALUATION CRITERIA CONTINUED

Operational aims	Codes	Criteria for success	Evaluation	
			Learner	Teacher
Answer a questionnaire.	<i>D2-12</i>	<u>Part 5</u> All the answers must be given. The information that you give can be invented (name and address, etc.). Part 2 must be filled in according to the advice given by the Agency.		
Organise ideas into a hierarchy.	<i>D2-23</i>	<u>Part 6</u> Have given at least 3 advantages for the course and presented them in list form, from the most important to the least important.		
Write complex sentences.	<i>D2-31</i>	Have written clear, well-structured sentences (in answer to the 3 questions).		
Write a simple text.	<i>D2-32</i>	Have written comprehensible texts (in answer to the 3 questions). Have given an answer, even in the negative, to the 3 <sup>rd</sup> question. Not have exceeded the number of words allowed.		
Write a message from a given plan.	<i>D2-33</i>	<u>Part 7</u> Have kept to the suggested plan in the summary.		
Sum up a simple text.	<i>D2-34</i>	Have taken up all the reasons for wanting the grant and not have written more than 200 words.		