

<i>900 exercises in vocational communication</i>	<b>SUMMATIVE ASSESSMENT</b>	<b>Category D3</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: 3</b>
<b>Conditions:</b>	<b>Time allowed: 2 hrs</b>	<b>– Dictionary allowed</b>

Operational aims	Codes	Criteria for success	Evaluation	
			Learner	Teacher
Create a questionnaire.	<i>D3-14</i>	<u>Part 1</u> - Have written the request for information in the form of a questionnaire with, possibly, a number for each question. - Have used the presentation of a letter with the addresses, the name of the receiver, the date, closing formula and signature. The information that you give about the sender can be made up (name, address, etc.)		
Write a letter to order something.	<i>D3-15</i>	<u>Part 2</u> Have used the presentation of a letter with the addresses, the name of the receiver, the date, closing formula and signature. Have clearly indicated the aim of the letter (reserve the house by paying a deposit).		
Write a letter of complaint.	<i>D3-16</i>	<u>Part 3</u> Have used the presentation of a letter with the addresses, the name of the receiver, the date, closing formula and signature. Have clearly indicated the aim of the letter: to contest the misleading description of the house and ask for compensation.		
Produce a message from notes taken.	<i>D3-32</i>	<u>Part 4</u> The notes must be written up using complete sentences, easy to understand and leaving nothing out.		
Sum up a text.	<i>D3-33</i>	<u>Part 5</u> Have written down the most important part of the grocer's message (the 3 previous tenants) and have written between 5 and 7 lines.		

**THE EVALUATION CRITERIA CONTINUE ON PAGE 2**

### EVALUATION CRITERIA CONTINUED

Operational aims	Codes	Criteria for success	Evaluation	
			Learner	Teacher
Make up a description from given elements.	<i>D3-34</i>	<u>Part 6</u> Show the information given in the first letter from the owner and opposite that, describe the actual situation.		
Formulate ideas on a subject.	<i>D3-31</i>	<u>Part 7</u> Have given at least 3 ideas of what you want from the Association.		
Describe a situation or an event in writing.	<i>D3-13</i>	<u>Part 8</u> Have described your misadventure to your friend without going into all the details, in about 4 or 5 lines.		
Give explanations in writing.	<i>D3-12</i>	Have explained to your friend what you want from the owner.		
Give instructions in writing.	<i>D3-11</i>	Have given several instructions to your friend so that he avoids any risk of being swindled or unable to defend himself.		
Give the meaning of your own message.	<i>D3-21</i>	Have explained why you expect that from the owner.		
Construct a plan.	<i>D3-22</i>	<u>Part 9</u> Have suggested titles for the different parts of the future article. These titles can follow the chronological order of events if desired.		