<table>
<thead>
<tr>
<th>Operational aims</th>
<th>Codes</th>
<th>Criteria for success</th>
</tr>
</thead>
</table>
| Create a questionnaire.                             | D3-14 | Part 1  
- 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.                   | D3-15 | Part 2  
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.                         | D3-16 | Part 3  
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.                  | D3-32 | Part 4  
The notes must be written up using complete sentences, easy to understand and leaving nothing out.                                                                                                                                 |
| Sum up a text.                                       | D3-33 | Part 5  
Have written down the most important part of the grocer’s message (the 3 previous tenants) and have written between 5 and 7 lines.                                                                                      |
## EVALUATION CRITERIA CONTINUED

<table>
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| Make up a description from given elements. | D3-34 | Part 6
Show the information given in the first letter from the owner and opposite that, describe the actual situation. | Learner | Teacher |
| Formulate ideas on a subject. | D3-31 | Part 7
Have given at least 3 ideas of what you want from the Association. | | |
| Describe a situation or an event in writing. | D3-13 | Part 8
Have described your misadventure to your friend without going into all the details, in about 4 or 5 lines. | | |
| Give explanations in writing. | D3-12 | Have explained to your friend what you want from the owner. | | |
| Give instructions in writing. | D3-11 | 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. | D3-21 | Have explained why you expect that from the owner. | | |
| Construct a plan. | D3-22 | Part 9
Have suggested titles for the different parts of the future article. These titles can follow the chronological order of events if desired. | | |