

Write to Communicate

Instructions

You are going to be doing a writing assessment so that we can find out how well you can write. It is important that you do your best.

Your writing will be marked on how appropriately you write for a given audience, how clearly you express yourself, and the quality of your ideas.

The writing assessment involves you completing two short writing tasks.

TIME NEEDED

- Reading these instructions – Approx. 8 minutes
- Filling in cover page – Approx. 2 Minutes
- Assessment - 20 minutes

ASSESSMENT CONDITIONS

- ✓ You have twenty minutes (20 Minutes) to complete the two writing tasks.
- ✓ The tasks should be completed in one sitting and are designed so that you can work your way through them by yourself. **It must be your work only. You may not get any help with the writing tasks.**
- ✓ You are not to use dictionaries, or have access to other reading material during the assessment.

BEFORE THE ASSESSMENT

Make sure you are sitting in a place where you are comfortable and will be free from interruptions or distractions.

You need:

- A printed copy of these instructions and the assessment
- A copy of the writing assessment which has the two assessment tasks
- A watch or clock
- A pen or a pencil

1. Read through this Write to Communicate – Instructions Page so you are fully aware of the assessment conditions, the equipment you need and the instructions.
2. Fill in the information on the front cover of the Write to Communicate – Learner task sheets (name, organisation (Training For You), etc.) to assist your record keeping and to assist the organisation in its reporting purposes, and in its review and evaluation of programmes.
3. Before you start the actual writing tasks, read through the whole of your writing assessment to see what the two writing tasks are. You will notice that each writing task has instructions for you to follow and a space to write. You can use the white space on the instructions page, once you have started to write notes or do any planning etc.
4. When you are ready to start the Write to Communicate – Learner task sheet set your timer or check your watch so that you allow 20 minutes only to complete the two writing tasks.

ASSESSMENT INSTRUCTIONS/STEPS

YOU MAY START NOW.

1. Turn back to page 2, carefully read the instructions for Task A and then complete your writing in the lined space. Remember, you can use the white space on the instructions page to write notes or do any planning etc.
2. When you have finished Task A, move straight on to Task B.
3. If you finish early, or when the 20 minutes is up, check and edit your work. You may make corrections or additions. If you haven't quite completed your writing, that is ok. Please send in what you have completed.
4. Check the top of each page to ensure you have written your name as well as the cover page to make sure that all required background information has been filled in.
5. Sign the bottom of this page to declare the work you have completed is your own and that you have completed it in the 20 minute time frame.

DECLARATION OF OWNERSHIP

In submitting this assessment, I _____ (full name), declare that this is all of my own work. I have not used a dictionary or had someone else helping me. I have completed this assessment within the 20 minutes of writing time, as required.

Signed _____

Date _____

If you have any questions or need anything clarified or explained please contact the course tutor, Kerran Bartley, at kerran@trainingforyou.co.nz or 027 232 4294.

Write to Communicate Learner task sheets

Sick child

Task A	Note to child's teacher
Task B	Instructions for babysitter

Given name:	<input type="text"/>
Family name:	<input type="text"/>
Organisation:	<input type="text"/>
Gender:	<input type="radio"/> Female <input type="radio"/> Male
Year of birth:	<input type="text"/>
Is English your first language?	<input type="radio"/> Yes <input type="radio"/> No
If no, what is your first language?	<input type="text"/>

What ethnic group(s) do you belong to?
(For example, New Zealand European, Māori, Samoan, Tongan.)

Learner Identification (optional)

NSN:

SMS ID:

SICK CHILD

TASK A INSTRUCTIONS

NOTE TO CHILD'S TEACHER

A primary school child in your care is ill and has been away from school for several days.

Write a note to the teacher explaining the child's absence.

SICK CHILD**TASK B INSTRUCTIONS****INSTRUCTIONS FOR BABYSITTER**

Because you have to go to work, a family member is coming to your place to care for the child. Write the instructions you will leave for the person who will be looking after the child.

Some things to include are:

- bedtime
- preferred foods
- favourite ...
- emergency phone numbers.

Name: _____

SICK CHILD – TASK B**INSTRUCTIONS FOR BABYSITTER**

Educator use only:

Aud 0-3	Spell 0-3	LC 0-2	PofS 0-1	PinS 0-2	SS 0-2	TC 0-2	Qi 0-3