

Name:

Date:

Writing Activity 1

My Christmas – plan

Christmas is finally over and it's the start of a new year.
Use one of these text types to do a piece of writing:

- a **letter** to a friend or family member who you didn't manage to see this Christmas

OR

- a **short story** about your Christmas experience

Include one or more of the following:

- the people with whom you spent Christmas
- what the food was like
- the presents you gave and received
- what you did to celebrate Christmas Day
- the children's response to Christmas

Your writing should include several paragraphs.

You can use any way of planning you find helpful (such as a list, spidergram or rough notes).

⇒ **Write your plan in the space below**

⇒ **Now write your rough copy on the next page.**

Name:

Date:

Adult Literacy Entry 3 Practice Writing Assignment - My Christmas

Summary Assessment Record*

Activities 1 and 2 – Writing plan and draft	
<input type="checkbox"/>	Provide a plan that includes relevant information about Christmas
<input type="checkbox"/>	Provide a rough copy of a letter or story
<input type="checkbox"/>	Tick if activities 1 and 2 successfully achieved
Activity 3 – Letter or story	
	<ul style="list-style-type: none"> Write a letter or story that
<input type="checkbox"/>	is organised into short paragraphs
<input type="checkbox"/>	presents information in a logical order
<input type="checkbox"/>	is written in complete sentences most of the time
<input type="checkbox"/>	uses correct basic grammar (including subject verb agreement) most of the time
<input type="checkbox"/>	uses punctuation correctly (capital letters, full stops, question marks, exclamation marks, where needed) most of the time
<input type="checkbox"/>	has most common words and key words provided for the candidate spelt correctly.
<input type="checkbox"/>	is sufficiently legible for the intended reader
<input type="checkbox"/>	gives information about Christmas
<input type="checkbox"/>	demonstrate checking work, through drafts or response to verbal questions
<input type="checkbox"/>	Tick if activities 1 and 2 successfully achieved
<input type="checkbox"/>	Tick if all activities successfully achieved

*Assessment record adapted from those used in City and Guilds Literacy Entry 3 practice assignments www.city-and-guilds.co.uk