

## Writing activity 1

Name \_\_\_\_\_ Date \_\_\_\_\_

### A Christmas Letter - plan



You are spending Christmas in Lapland.

You write a letter to someone you know back home in England.

Include one or more of the following

- Why you are in Lapland
- What the weather is like
- What you have been doing
- Problems you have come across
- What the food is like
- Where you are staying

⇒ **Plan your letter**

Your letter should

- include your holiday address and the date
- include at least 6 sentences
- use paragraphs

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

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

⇒ **Now, write a rough copy on the next page (activity 2)**



## Writing activity 3

Name \_\_\_\_\_ Date \_\_\_\_\_

A Christmas Letter – final version

⇒ **Write your letter.**

You can use a separate sheet if you like.

Remember to check and correct your letter.

You may use a dictionary if you wish.

⇒ **Hand in your letter with the rough copy and the plan.**

**You have now done all the writing activities.**

# A Christmas letter

Name \_\_\_\_\_ Date \_\_\_\_\_

## Mark sheet and assessment guidelines

<b>Entry 1 Activities 1 and 2 – Writing plan and rough copy</b>	
<input type="checkbox"/>	not required for success at Entry 1
<b>Activity 3 – Letter</b>	
• Write one or more sentences that	
<input type="checkbox"/>	are complete
<input type="checkbox"/>	use punctuation (capital letter and full stops) correctly most of the time
<input type="checkbox"/>	use a capital letter for the personal pronoun 'I', where appropriate most of the time
<input type="checkbox"/>	use upper and lower case correctly most of the time
<input type="checkbox"/>	have some personal details and common words spelt correctly. Spellings of other words should not be penalised unless they interfere with conveying the meaning or maintaining the confidence of the intended reader.
<input type="checkbox"/>	give information about a holiday in Lapland
<input type="checkbox"/>	<b>Tick if all of activity 3 successfully achieved</b>
<b>Entry 2 Activities 1 and 2 – Writing plan and rough copy</b>	
<input type="checkbox"/>	not required for success at Entry 2
<b>Activity 3 – Letter</b>	
• Write a letter that	
<input type="checkbox"/>	is written in complete sentences most of the time
<input type="checkbox"/>	uses punctuation correctly (capitals letters, full stops, question marks, where needed) most of the time
<input type="checkbox"/>	uses adjectives, where appropriate
<input type="checkbox"/>	uses conjunctions where appropriate
<input type="checkbox"/>	has most common words and key words provided for the candidate in the assignment spelt correctly. Spellings of other words should not be penalised unless they interfere with conveying the meaning or maintaining the confidence of the intended reader.
<input type="checkbox"/>	is sufficiently legible for the intended reader
<input type="checkbox"/>	gives information about a holiday in Lapland
<input type="checkbox"/>	<b>Tick if all of activity 3 successfully achieved</b>
<b>Entry 3 Activities 1 and 2 – Writing plan</b>	
<input type="checkbox"/>	produce a plan that includes relevant information about a holiday in Lapland
<input type="checkbox"/>	produce a rough copy of a letter
<input type="checkbox"/>	<b>Tick if all of activities 1 and 2 successfully achieved</b>
<b>Activity 3 – Letter</b>	
<b>Write a letter that</b>	
<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 (capitals 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 in the assignment spelt correctly. Spellings of other words should not be penalised unless they interfere with conveying the meaning or maintaining the confidence of the intended reader.
<input type="checkbox"/>	is sufficiently legible for the intended reader
<input type="checkbox"/>	gives information about a holiday in Lapland
<input type="checkbox"/>	demonstrates checking of work, either through drafts or response to verbal questions
<input type="checkbox"/>	<b>Tick if all of activity 3 successfully achieved</b>