I. Interacting with Others

- Convey greetings or other goodwill messages by completing cards or other very short, simple standard texts.

Task Select and write a message in a greeting card or e-card for a special occasion.

Tool Checklist

This example is based on the topic of birthdays. The task of writing a message in a greeting card can be adapted for different topics (e.g., writing a wedding card) using the same checklist tool.

1. Review with the class about birthdays and what types of messages are appropriate for the occasion.

2. Give the Ss a scenario about their friend's birthday.

3. Display the friend's name and the birth date using a projector or interactive whiteboard.

4. Scatter a number of different types of greeting cards around the room, enough birthday cards for each S.

5. Invite the Ss to choose a card that is appropriate for the occasion.

6. Instruct the Ss to complete the card with a salutation (such as *hi, hello, dear, to*), simple message, and closing (such as *from, regards, love*).

7. Collect the cards and use your checklist to assess how successful the Ss are.

LINC 1   Name: _Joy_   Date: _November 15th, 2014_

CLB: Writing 1-I: Interacting with Others

Chose appropriate card ☑	**Comments:**
Used a salutation ☑	You successfully completed the task. There were some spelling and punctuation errors. These will need to be reviewed in future lessons. With more practice, you will improvement.
Included an appropriate message ☑	
Used a closing ☑	
Used correct spelling ☐	
Used correct punctuation ☐	

LINC 1   Name: _____ Date: _____

CLB: Writing 1-I: Interacting with Others

Chose appropriate card ☐

Used a salutation ☐

Included an appropriate message ☐

Used a closing ☐

Used correct spelling ☐

Used correct punctuation ☐

Comments:

LINC 1   Name: _____ Date: _____

CLB: Writing 1-I: Interacting with Others

Chose appropriate card ☐

Used a salutation ☐

Included an appropriate message ☐

Used a closing ☐

Used correct spelling ☐

Used correct punctuation ☐

Comments:

LINC 1   Name: _____ Date: _____

CLB: Writing 1-I: Interacting with Others

Chose appropriate card ☐

Used a salutation ☐

Included an appropriate message ☐

Used a closing ☐

Used correct spelling ☐

Used correct punctuation ☐

Comments:

✍ **LISTN**

✍ **CLB 1-I (a)**