

(SCHOOL BADGE)	(SCHOOL NAME)	
	English First Language Written Work - Informal Letter	
	(GRADE AND DATE)	Marks: 20

Saying Sorry - an informal letter to a friend

1. Write a letter to a friend to say sorry.
2. Use the following three points in your letter 1) saying sorry, 2) admitting what you did wrong and 3) ask what you can do to make up for it.
3. It should be a semi-informal letter, but no slang allowed.
4. Length +-150 to 200 words.

Assessment Rubric of

	4	3	2	1
Correct layout of letter	All parts of the layout correctly included.	All parts of the layout included.	Some parts of the layout incorrect or missing.	Most parts of the layout incorrect or missing.
Storyline	Well developed storyline with a definite thread.	Storyline has some development and has a thread.	Storyline has some development but the flow is weak.	Storyline is haphazard and the flow is poor.
Style, originality and creativity	Very good writing style and tone. The content is original, interesting and creative.	Good writing style and tone. The content is original and interesting.	Fair writing style. The content is interesting.	Poor writing style. Story is predictable and lacks creativity.
Vocabulary and grammar	Writing has very few grammar or spelling errors and these do not distract from the story.	Writing has few grammar and spelling errors and these somewhat distract from the story.	Writing has grammar and spelling errors and these distract from the story.	Writing has many grammar and spelling errors and these greatly distract from the story.
Editing and proof reading	A well-developed mind map was included and editing was evident on the rough copy.	A mind map was included and editing was evident on the rough copy	Poor mind map and rough copy included.	Either mind map or rough copy was missing.

Comment: