

Writing Task Assessment Tool

Name	Juanita	CLB Level	3
<p>CLB 3-4 Writing Assessment Task: Fill out an intake form at a walk-in medical clinic. Please fill out the medical form given to you by your instructor. Remember to follow what you have learned in class about filling in forms clearly, neatly and legibly. CLB 3 learners will fill out Parts A, B and C. CLB 4 Learners will fill out Part A, B, C, and D.</p>			
Competencies: Getting Things Done		Meets	Not Yet
CRITERIA CLB 3 & 4:			
Includes information in ALL parts and the information is in the correct place CLB 3 = 12/16 ; <i>14/16</i> CLB 4 = 16/20		✓	
Printing is neat and clear		✓	
Addresses, phone numbers, punctuation uses correct conventions in Personal Information section CLB 3: 2-3 errors CLB 4: 1-2 errors		✓	
Spells common words correctly CLB 3: up to 3 errors <i>Two common words are spelled incorrectly in Part B</i> CLB 4: up to 2 errors		✓	
Keep Doing: <i>You filled in NO when there is no information (Home phone number)</i>		Please Look At: <i>Part A – C: Please correct circled errors and show me.</i>	
		<i>Remember to check each box before you hand in your form.</i>	

Task Success for CLB 3 and 4: Meets task expectations on all items YES NOT YET