

Writing Task Assessment Tool

Name	CLB Level	
<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> <p>Competencies: Getting Things Done</p>		
	Meets	Not Yet
CRITERIA CLB 3 & 4:		
Includes information in ALL parts and the information is in the correct place CLB 3 = 12/16 ; 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 CLB 4: up to 2 errors		
Keep Doing:	Please Look At:	

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