

# Short Answer Question

Viktor sends a work-related email to a client. The email says: "Please see attached for order form." What mistakes does Viktor make?



Type your answer in the box below.

/1

# Reading Passage

The first thing to do is to introduce yourself. Does the person you're texting have your contact information? If not, make sure you let them know who you are. They could think you're spam, or a wrong number.

In an email, make sure your subject line is clear and to the point. People will watch out for spam, so they will read your subject line before they open your email. Your email should start with a friendly hello. Then, quickly get to your point. End with a friendly goodbye.

# Comprehension Questions

Drag the checkmark to the answer that is the most correct.

a) Which form is for personal use only?

- Text
- Email
- Telephone
- Face-to-face

b) What's the first thing to do when contacting someone?

- Leave your message.
- Ask who you're talking to.
- Introduce yourself.
- Say goodbye.

/2

# Marking Rubric

Name:

Marking Rubric

	Level 1	Level 2	Level 3	Level 4
<b>Understanding Concepts</b>	Demonstrates a limited understanding of the concepts. Requires teacher intervention. <input type="checkbox"/>	Demonstrates a basic understanding of the concepts. Requires some intervention. <input type="checkbox"/>	Demonstrates a good understanding of the concepts. Requires no intervention. <input type="checkbox"/>	Demonstrates an excellent understanding of the concepts. Requires no intervention. <input type="checkbox"/>
<b>Responses to the text</b>	Expresses responses to the text with limited effectiveness; inconsistently supported by proof from the text. <input type="checkbox"/>	Expresses responses to the text with some effectiveness; supported by some proof from the text. <input type="checkbox"/>	Expresses satisfactory responses to the text with some effectiveness; supported by satisfactory proof from the text. <input type="checkbox"/>	Expresses thorough responses to the text with some effectiveness; thoroughly supported by proof from the text. <input type="checkbox"/>
<b>Analysis of Concepts</b>	Interprets various concepts from the text with limited, unrelated details and incorrect analysis. <input type="checkbox"/>	Interprets various concepts from the text with some details but also some incorrect analysis. <input type="checkbox"/>	Interprets various concepts from the text with satisfactory details and good analysis. <input type="checkbox"/>	Interprets various concepts from the text with excellent details and thorough analysis. <input type="checkbox"/>
<b>Application of Concepts</b>	Demonstrates a limited ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>	Demonstrates a basic ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>	Demonstrates a satisfactory ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>	Demonstrates a strong ability to apply various concepts from the text to activities, discussions, and situations. <input type="checkbox"/>

Total Score =  /15