

Assessment Criteria	Task Number	Evidence Required	Notes
1.1 Use written words and phrases to record information	1	Shopping list completed	There will be 6 items. The selected words will be appropriate for the purpose, e.g. eggs, carrots, cake
1.3 Write the letters of the alphabet using upper and lower case	1	Items on the list may be written in capitals. This is acceptable	It is realistic to write a list in capitals
2.1 Use writing for different contexts	1	A list. Some additions such as – packet of / box / large / small would be acceptable	Shows understanding of the tone for a shopping list
1.1 Use written words and phrases to record information	2	The form will record detail accurately	The words used will be suitable
2.3 Write a simple sentence for an unfamiliar audience	2	Written sentence about the food liked	The selected words will be in a sentence and logical, e.g. I like sausages and mash
1.2 Generate legible text on a form	2	At least one section of the form is clear and can be read without difficulty	
1.3 Write the letters of the alphabet using upper and lower case	2	Name and address is written in capitals Sentence has capital letter at the start and is in lower case	At least one section is mainly error free
2.1 Use writing for different contexts	2	At least one sentence will be clear and give precise, logical detail	At least one sentence appropriate for a form
1.1 Use written words and phrases to record information	3	At least one sentence will record detail accurately	The words used will be suitable
1.3 Write the letters of the alphabet using upper and lower case	3	At least one sentence has capital letter at the start and is in lower case	Mainly correct
2.1 Use writing for different contexts	3	Reply is written in sentences and structure is suitable	Context is suitable for a short email
2.2 Write a simple sentence for a familiar audience	3	At least one sentence is correct and suitable for a familiar audience	Content is suitable for a familiar audience