

SAMPLE ASSESSMENT TASKS

Course in Preliminary Spoken and Written English

Module C – Recognising and writing letters

Accredited course module code: SWELTR003A

Learning outcome 2

Write letters of the alphabet

Assessment procedure

- 1 Provide the learner with the worksheet.
- 2 Ask the learner to write all lower-case letters.
- 3 Ask the learner to write all upper-case letters.
- 4 Ask the learner to write own first name and surname in upper case.
- 5 Ask the learner to write own address in upper case.

Assessment conditions

- The learners must be able to write most letters and own name and address legibly. Letters should show some consistency of formation and line placement.
- It is not necessary to assess all parts of this task on one occasion.
- The learner may also write or type letters of the alphabet in classroom activities.
- Letters should be legible and show some consistency of formation and some conformity to line placement.
- When assessing, you should adhere to the assessment criteria, conditions of assessment and methods of assessment as detailed in Section C of the course document.

Writing the alphabet

1 Write all the letters of the alphabet in lower case.

2 Write all the letters of the alphabet in upper case.

3 Write your name and address in upper case.
