

Assessment criteria of questions in the writing skills as per the board norms:

SECTION III: WRITING SKILLS

Q. 4 WRITING SKILLS (16 Marks)

IMPORTANT INSTRUCTIONS FOR STUDENTS

- i. Each writing skill in itself is different and therefore should be given a different treatment in expression, planning, format, design, beginning and end, required content, set of words and methods of presentation of each data planned thoughtfully and organised creatively.
- ii. Prior to attempting any writing skill know the format (if any), the length (how much to write) and very importantly how to present the writing skill in particular.
- iii. A concrete list or set of vocabulary will very precisely help to go ahead with each writing skill. Prepare a good collection of required variety of words needed to present each writing skill.
- iv. The data/content should be well structured and planned in order to suit the instruction of the given skill.
- v. Impressive beginning, middle and end will be always welcome and considered as per expectations.
- vi. Proper end, conclusion or a message can help the writing skill reach to its completion process.
- vii. Mistakes in sentence patterns, grammar, spellings, scratching, scribbling and improper presentation can lead to decrease in marks. (Go through the scheme of marking of each of the writing skill prescribed by the board)
- viii. Examples for practice in this question bank will definitely help to gain enough confidence in presentation.
- ix. Students also need to get each writing skill assessed from their teachers and know where they lack.
- x. Though the word limit (100-150) in case of some writing skill is given, it is still expected from the students to write and complete each skill to its fair length (which means it should not be too small and too big).

Topics:

1. Drafting Virtual Messages
2. Statement of Purpose
3. Group Discussion
4. Email
5. Report Writing
6. Interview
7. Speech
8. Compering
9. Expansion of Ideas
10. Review
11. Blog
12. Appeal

Q.4 A DRAFTING VIRTUAL MESSAGE

Assessment Criteria:

Content - 02 Marks

Sequence/flow of ideas - 01 Mark

Appropriateness (language usage) - 01 Mark = **Total- 04 Marks**

Ex. Imagine, you have to leave early from home for an interview. Draft a message in about 100/150 words, to convey the same to your friend. Give your own reasons to support your message.

Q.4 A STATEMENT OF PURPOSE

Assessment Criteria:

Content – 02

Sequence/flow of ideas - 01

Appropriateness (language usage) - 01 = **Total-04 Mark**

Ex. You have developed good skills in English Language. You think of directing your skills for more specific goals. Now you aspire for a degree in “Mass Communication” at a specific university which provides this programme. Prepare a ‘**statement of purpose**’ in about 100 to 150 words, which will help you to get admission to this University.

Q.4 A GROUP DISCUSSION

Assessment Criteria:

Content – 02

Sequence/flow of ideas - 01

Appropriateness (language usage) - 01 = **04 Marks**

Ex. Imagine that you have recently discussed with your friends on ‘**Mobile Addiction**’, write the same discussion in the form of dialogues that you have experienced. Write suitable dialogues for each participant giving his/her opinion on the given topic.

Q 4 B E-MAIL

Assessment Criteria:

Content – 02

Use of Proper Format- 01

Overall Presentation – 01 = **Total – 04 Marks**

Ex. Imagine you are in-charge of a social organization and you want to organize a “**Cleanliness Campaign**” at a rural place. Draft an **E-mail** in a proper format to be sent to concerned authorities asking for the necessary permission. Give all details specifying the scope and importance of this event.

Q 4 B REPORT WRITING

Assessment Criteria:

Content – 02

Accuracy of language – 01

Appropriateness – 01 = **Total – 04 Marks**

Ex. Imagine you have recently witnessed a demonstration on “**Health and Fitness**” organized at your college campus. Write a report in about 100-150 words, adding all information and the overall happenings of this event.

Q 4 B INTERVIEW

Assessment Criteria

Appropriate framing of questions – 02

Lang & Style – 01

Overall Impression – 01 = **Total – 04 Marks**

Ex. Imagine, you have to conduct an interview of a distinguished personality in the field of your own choice. With the help of the given table and points draft questions on the given fields associated with the personality. (**Do not change the sequence of the questions**)

Name of the interviewee (distinguished personality)	
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Area of Success/Reputation	
Date/Venue/Time	
Duration of Interview	
Questions	
Question based on	
1. Early life/struggle	
2. Hurdles in Education	
3. Role model/Inspiration	
4. Family support	
5. First success/achievement	
6. Success Plan	
7. Dreams unfulfilled	
8. Message	

Q 4 C SPEECH

Assessment Criteria

Logical sequence of ideas – 02

Introduction – 01

Conclusion – 01 = **Total – 04 Marks**

Ex. The supervisor of your class is going to retire after 28 years of service in your college. You have been selected to deliver a speech at the farewell function arranged by the college staff and the students. Prepare a speech to be delivered at this occasion in about 120 words.

Q 4 C COMPERING

Assessment Criteria

Connecting events – 02

Impressive Introduction – 01

Summing up – 01= **Total – 04 Marks**

Ex. Imagine that you have been entrusted to comper the ceremonial flag hoisting programme by your district administration on the occasion of formal ‘Republic Day’ function at your district headquarters. Prepare a script for compering of the ceremony with the help of following points. Use some good thoughts and inspiring quotations.

- ✓ Introduction.
- ✓ Welcoming all the VIPs.
- ✓ Flag hoisting by the Guardian Minister.
- ✓ Speech by the Guardian Minister.
- ✓ March past by the police and NCC troops.
- ✓ Conclusion of the formal ceremony.

Q 4 C EXPANSION OF IDEA

Assessment Criteria

Expansion of the idea – 02

Proper Introduction – 01

Conclusion – 01 **Total – 04 Marks**

Ex. Expand the following idea with the help of the points given below. Write your answer in about 100 to 120 words. ‘Honesty is the best policy.’

- ✓ Importance of honesty.
- ✓ Use of the term- ‘policy’.

- ✓ Supporting argument with examples.
- ✓ Conclusion

Q 4 D REVIEW

Assessment Criteria

Presentation of the theme – 02

Novel Aspects – 01

Overall Presentation – 01 = **Total – 04 Marks**

Ex. You have recently read a book. Write a ‘**Review**’ on the same with the help of the following points:

- ✓ Title of the book
- ✓ Subject/Story/information
- ✓ Language/Style/Presentation
- ✓ Benefits/Message

Q 4 D BLOG

Assessment Criteria

Main Content – 02

Header/Menu/Navigation bar – 01

Footer – 01 = **Total – 04 Marks**

Ex. Write a ‘**Blog**’ in a proper format on ‘**Cycling – A better way to Commute**’, with the help of the following points. (100-150 words)

- ✓ Choice of bike

- ✓ Safety equipment
- ✓ Road safety rules
- ✓ Benefits

Q 4 D APPEAL

Assessment Criteria

Presentation of Content – 02

Convincing Language – 01

Motivational Message – 01 = **Total – 04 Marks**

Ex. Prepare an ‘**Appeal**’ on the topic ‘**Say No to Drugs**’ with the help of the following points.
(100-150 words)

- Overall harmful
- Psychological/Physical disorders
- Infections
- Human actions - though the facts are known
- Appeal to teenagers

Mr. Sandip S. Kalyankar

(Assistant Teacher of English)

Mrs. Kalyani Bhondave

(Academic coordinator)

Mr. S. N. Patil

(Principal, SBPCSC)