

## SOCIAL LETTER

### Performance Standard 28D.H

Write a social letter in the target language accordingly:

- *Knowledge*: Know the vocabulary and complex language structures for writing a culturally appropriate social letter.
- *Comprehension*: Write the letter within 30 minutes; write with understanding and facility.
- *Communication*: Use the appropriate presentational strategies to accomplish the purpose of the letter.

### Procedures

1. *In order to use the target language to present information, concepts and ideas for a variety of purposes to different audiences (28D)*, students should experience sufficient learning opportunities to develop the following:
  - Write a report including supporting details, logical organization, and conclusion on a topic of personal interest or on a topic studied in another class.
  - Write social letters using correct language structures and conventions.
2. Have students review and discuss the assessment task and how the rubric will be used to evaluate their work. Do not give the students the selected topic prior to the assessment task or coach or assist them during the writing period. Allow students 5 minutes to organize their thoughts.
3. Ask students to write a letter of 75 to 100 words to express one of the following:
  - Thank-you for a gift;
  - Congratulations for a special occasion,
  - An invitation or
  - Letter wishing a friend or penpal something like happy birthday, bon voyage, or get well.
4. Instruct students to:
  - Use a proper salutation for a social letter.
  - Write in complete sentences
  - Use a proper closing for a social letter.
5. Ask students to stop writing after 30 minutes.
6. Evaluate each student's performance using the Foreign Language Rubric as follows and add each student's scores to determine the performance level:
  - *Knowledge*: Vocabulary, spelling, punctuation, grammar, and other language structures were complete, correct, and culturally appropriate.
  - *Comprehension*: Execution of the task showed understanding and facility.
  - *Communication*: Interpersonal strategies to express the sentiment were complete, appropriate and correct.

### Examples of Student Work follow

### Resources

- Foreign Language Rubric

### Time Requirements

- 5 minutes to choose one topic and get organized
- 30 minutes for timed writing

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OPM  
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Sehr geehrte Fraulein Möller,  
ich heiße Meghan, und ich bin 17 Jahre alt. Ich  
gehe zu Morton High School (Schule), und ich werde  
Graduiert nächte Jahr. Ich bin in „Yearbook“ zu tun  
haben. Es ist ein Buch mit alle die Leute in die  
Schule. Das Buch auch hat die Mannschaften und  
alle Aktivität Gruppen eingeschließen. Ich bin mit  
die „yearbook“ am Dienstag und Donnerstag für zwei  
Stunde jede Woche gearbeitet. Es ist sehr Spaß! Meine  
Familie hat drei Kinder. Es hat mich, meine Brüder  
Kevin, und meine Schwester Colleen. Kevin ist 14 Jahre alt,  
und Colleen ist 9 Jahre alt. Wie alt bist du? Was  
machten Sie? Wie groß sind Sie Familie? Bitte schreibe  
hinauf. Auf Wiedersehen!

Mit freundlichen Grüßen