

ASSESSMENT OF TRANSACTIONAL TEXT WRITING

Table 13.1 Assessment criteria

	Yes	No	Comment
Uses transactional texts appropriately			
Selects appropriate texts for the purpose of exploring and maintaining relationships (e.g. letters and invitations)			
Selects appropriate texts for the purpose of gathering information (e.g. surveys, interviews, questionnaires)			
Uses the appropriate conventions for electronic and paper-based texts			
Identifies the structure of specific transactional texts			
Identifies the audience for own and other's transactional texts			
Writes well-structured transactional texts			
Varies the structure according to the purpose and audience			
Uses the appropriate structure			
Includes the key information			
Identifies and uses appropriate visual text			
Uses appropriate language features of transactional texts			
Varies the language features according to the purpose and audience			
Includes formal or informal language when required			
Uses appropriate strategies to plan and write transactional texts			
Varies the language features according to the purpose and audience			
Includes formal or informal language when required			
Uses appropriate strategies to plan and write transactional texts			
Identifies own communication purposes			
Thinks about the reader's needs when planning for writing			
Selects appropriate correspondence material to use for letters and invitations (commercially produced cards, decorated, plain or coloured paper etc)			