

## Instruction Sheet for the Candidate

<b>Qualification</b>	Fundamentals of Content Writing (Content Writing)
<b>Competency Standard</b>	Use Basic Grammatical Rules
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name_____ Registration/Roll Number_____
<b>Guidance for Candidate</b>	<b>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration &amp; assessment):</b> <ul style="list-style-type: none"> <li>• Learn the correct use of Grammar</li> <li>• Follow Syntax</li> </ul>
<b>Time: 03 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<b>Learn the correct use of Grammar</b> <ol style="list-style-type: none"> <li>1. Apply basic grammar e.g., Parts of speech, use of conjunction, preposition, transitive, etc. in a sample text.</li> <li>2. Produce a sentence using subject verb agreement rule.</li> <li>3. Identify common grammatical mistakes e.g., parallelism, order of words, pronoun antecedent agreement etc.</li> </ol> <b>Follow Syntax</b> <ol style="list-style-type: none"> <li>4. Identify sentence structure</li> <li>5. Make Declarative, Imperative, Interrogatory and Exclamatory sentences</li> <li>6. Use punctuation in sentences</li> </ol>

## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	Fundamentals of Content Writing (Content Writing)
<b>Competency Standard</b>	Use Basic Grammatical Rules
<b>Purpose of Assessment</b>	Formative Assessment
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• Learn the correct use of Grammar</li> <li>• Follow Syntax</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
1. Apply basic grammar e.g., Parts of speech, use of conjunction, preposition, transitive, etc. in a sample text.	<input type="checkbox"/>	<input type="checkbox"/>
2. Produce a sentence using subject verb agreement rule.	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify common grammatical mistakes e.g., parallelism, order of words, pronoun antecedent agreement etc.	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify sentence structure	<input type="checkbox"/>	<input type="checkbox"/>
5. Make Declarative, Imperative, Interrogatory and Exclamatory sentences	<input type="checkbox"/>	<input type="checkbox"/>
6. Use punctuation in sentences	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature\_\_\_\_\_ Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgement Guide

<b>Qualification</b>	Fundamentals of Content Writing (Content Writing)
<b>Competency Standard</b>	Use Basic Grammatical Rules
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

## Observation Checklist

<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>Learn the correct use of Grammar</li> <li>Follow Syntax</li> </ul>		
<b>During the practical assessment, candidate demonstrated the following:</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1. Apply basic grammar e.g., Parts of speech, use of conjunction, preposition, transitive, etc. in a sample text.			
2. Practice subject verb agreement.			
3. Identify common grammatical mistakes e.g., parallelism, order of words, pronoun antecedent agreement etc.			
4. Identify sentence structure			
5. Make Declarative, Imperative, Interrogatory and Exclamatory sentences			
6. Use punctuation in sentences			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

## Knowledge Assessment

<b>Qualification</b>	Fundamentals of Content Writing (Content Writing)
<b>Competency Standard</b>	Use Basic Grammatical Rules
<b>Purpose of Assessment</b>	Formative Assessment
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What is preposition?		
2.	Name the parts of speech?		
3.	Difference between a noun and a pronoun?		

<b>Feedback to the Candidate</b>
<b>Candidate's Signature</b> _____ <b>Assessor's Signature</b> _____