

Instruction Sheet for the Candidate

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| Qualification | Fundamentals of Content Writing (Content Writing) |
| Competency Standard | Write/Rewrite Paragraph |
| Purpose of Assessment | Formative Assessment |
| Candidate Details | Name_____ Registration/Roll Number_____ |
| Guidance for Candidate | <p>To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment):</p> <ul style="list-style-type: none"> • Learn the Paragraph structure • Write into your own words • Rewrite a paragraph • Write a new paragraph |
| Time: 03 Hrs. | During a practical assessment, under observation by an assessor, you are required to |
| Minimum Evidence Required | <p>Learn the Paragraph structure</p> <ol style="list-style-type: none"> 1. Read about topic sentence, supporting detail and concluding sentence 2. Identify the paragraphs in terms of unity and variation 3. Write two paragraphs of different structure 4. Demonstrate the use of different paragraphs with respect to their placement within the write up. <p>Write into your own words</p> <ol style="list-style-type: none"> 5. Read out loud a sample paragraph 6. Point out topic sentence and supporting details 7. Rewrite the sentences with the use of synonyms 8. Make sentences not longer than 20 words 9. Keep the sentences short and direct 10. Check the paragraph for uniformity |

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| | <p>Rewrite a paragraph</p> <ul style="list-style-type: none"> 11. Rearrange the sentence if necessary 12. Rewrite the ideas into your own words 13. Remove repetition of same sentence structure 14. Proofread for any grammatical mistakes 15. Rewrite the complete paragraph, not sentence by sentence <p>Write a new paragraph</p> <ul style="list-style-type: none"> 16. Select a topic to write a paragraph. 17. Decide which supporting details can substantiate main idea 18. Write down your ideas in the form of a paragraph that shows unity and variation |
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Self-Assessment Checklist

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| Candidate Name | |
| Registration No. | |
| Qualification | Fundamentals of Content Writing (Content Writing) |
| Competency Standard | Write/Rewrite Paragraph |
| Purpose of Assessment | Formative Assessment |
| Assessment Task | <ul style="list-style-type: none"> • Learn the Paragraph structure • Write into your own words • Rewrite a paragraph • Write a new paragraph |

I can.....

| Performance Criteria | Yes | No |
|---|--------------------------|--------------------------|
| 1. Read about topic sentence, supporting detail and concluding sentence | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Identify the paragraphs in terms of unity and variation | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Write two paragraphs of different structure | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Demonstrate the use of different paragraphs with respect to their placement within the write up. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Read out loud a sample paragraph | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Point out topic sentence and supporting details | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Rewrite the sentences with the use of synonyms | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Make sentences not longer than 20 words | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Keep the sentences short and direct | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Check the paragraph for uniformity | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Rearrange the sentence if necessary | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Rewrite the ideas into your own words | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Avoid repetition of same sentence structure | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Proofread for any grammatical mistakes | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Rewrite the complete paragraph, not sentence by sentence | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Select a topic to write a paragraph. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Decide which supporting details can substantiate main idea | <input type="checkbox"/> | <input type="checkbox"/> |

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| 18. Write down your ideas in the form of a paragraph that shows unity and variation | <input type="text"/> | <input type="text"/> |
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Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

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|------------------------------|---|
| Qualification | Fundamentals of Content Writing (Content Writing) |
| Competency Standard | Write/Rewrite Paragraph |
| Purpose of Assessment | Formative Assessment |
| Candidate Details | Name: _____ Registration/Roll Number: _____ Signature: _____ |
| Assessment Outcome | 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

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| Assessment Task | | <ul style="list-style-type: none"> • Learn the Paragraph structure • Write into your own words • Rewrite a paragraph • Write a new paragraph | | |
| During the practical assessment, candidate demonstrated the following: | | Yes | No | Remarks |
| 1. | Read about topic sentence, supporting detail and concluding sentence | | | |
| 2. | Identify the paragraphs in terms of unity and variation | | | |
| 3. | Write two paragraphs of different structure | | | |
| 4. | Demonstrate the use of different paragraphs with respect to their placement within the write up. | | | |
| 5. | Read out loud a sample paragraph | | | |
| 6. | Point out topic sentence and supporting details | | | |
| 7. | Rewrite the sentences with the use of synonyms | | | |
| 8. | Make sentences not longer than 20 words | | | |
| 9. | Keep the sentences short and direct | | | |
| 10. | Check the paragraph for uniformity | | | |
| 11. | Rearrange the sentence if necessary | | | |
| 12. | Rewrite the ideas into your own words | | | |
| 13. | Avoid repetition of same sentence structure | | | |
| 14. | Proofread for any grammatical mistakes | | | |
| 15. | Rewrite the complete paragraph, not sentence by sentence | | | |
| 16. | Select a topic to write a paragraph. | | | |
| 17. | Decide which supporting details can substantiate main idea | | | |

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| 18. | Write down your ideas in the form of a paragraph that shows unity and variation | | | |
| Competent <input type="checkbox"/> | | Not Yet Competent <input type="checkbox"/> | | |

Knowledge Assessment

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|------------------------------|---|
| Qualification | Fundamentals of Content Writing (Content Writing) |
| Competency Standard | Write/Rewrite Paragraph |
| Purpose of Assessment | Formative Assessment |
| Candidate Details | Name: _____ Registration/Roll Number: _____ Candidate Signature: _____ |
| Assessment Outcome | <div style="display: flex; justify-content: space-around; align-items: center;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </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. | Name any two rules to rewrite paragraphs? | | |
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| 2. | What is paragraph structure? | | |
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| 3. | Define the rules for Paragraph formulation? | | |
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| Feedback to the Candidate |
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| Candidate's Signature _____ Assessor's Signature _____ |