

Instruction Sheet for the Candidate

Qualification	Fundamentals of Content Writing (Content Writing)
Competency Standard	Check for Grammatical Errors
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete the following within 03 Hrs. time frame (for practical demonstration & assessment): <ul style="list-style-type: none"> • Check the Spelling and Punctuation • Ensure the Correct Use of Grammar
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Check the Spelling and Punctuation <ol style="list-style-type: none"> 1. Check the write-up for spelling mistakes. 2. Correct the spelling errors. 3. Check and correct the punctuation marks in the content. Ensure the Correct Use of Grammar <ol style="list-style-type: none"> 4. Remove grammatical mistakes from the write-up. 5. Rewrite the sentence to omit the mistakes. 6. Edit sentence structure, parallelism, figure of speech, verbosity, etc.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Fundamentals of Content Writing (Content Writing)
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Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Check the Spelling and Punctuation • Ensure the Correct Use of Grammar

I can.....

Performance Criteria	Yes	No
1. Check the write-up for spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
2. Correct the spelling errors.	<input type="checkbox"/>	<input type="checkbox"/>
3. Check and correct the punctuation marks in the content.	<input type="checkbox"/>	<input type="checkbox"/>
4. Remove grammatical mistakes from the write-up.	<input type="checkbox"/>	<input type="checkbox"/>
5. Rewrite the sentence to omit the mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
6. Edit sentence structure, parallelism, figure of speech, verbosity, etc.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgement Guide

Qualification	Fundamentals of Content Writing (Content Writing)
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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

Assessment Task	<ul style="list-style-type: none"> Check the Spelling and Punctuation Ensure the Correct Use of Grammar 		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Check the write-up for spelling mistakes.			
2. Correct the spelling errors.			
3. Check and correct the punctuation marks in the content.			
4. Remove grammatical mistakes from the write-up.			
5. Rewrite the sentence to omit the mistakes.			
6. Edit sentence structure, parallelism, figure of speech, verbosity, etc.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Knowledge Assessment

Qualification	Fundamentals of Content Writing (Content Writing)
Competency Standard	Check for Grammatical Errors
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.	What is a syntax error?		
2.	What is jargon?		
3.	Describe importance of punctuation in sentence structure?		

Feedback to the Candidate	
Candidate's Signature_____ Assessor's Signature _____	