

Instruction Sheet for the Candidate

Qualification	Literary Editor (Content Writing)
Competency Standard	Deal with Content related to Literature and Books
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"> • Develop style for Creative writing • Study figure of speech
Time: 03 Hrs.	During a practical assessment, under observation by an assessor, you are required to
Minimum Evidence Required	Develop style for Creative writing <ol style="list-style-type: none"> 1. Explore different styles in creative writings, especially the use of words, syntax and tone 2. Identify the techniques of narration and different types of narratives 3. Learn parts of a book, e.g., title, contents, preface, glossary, index, etc. Study figure of speech <ol style="list-style-type: none"> 4. Highlight the need of figurative language 5. Identify all types of figure of speech along with their use (e.g., simile, metaphor, personification, hyperbole, etc.) in a sample write up 6. Read specimens to identify figure of speech.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Literary Editor (Content Writing)
Competency Standard	Deal with Content related to Literature and Books
Purpose of Assessment	Formative Assessment
Assessment Task	<ul style="list-style-type: none"> • Develop style for Creative writing • Study figure of speech

I can.....

Performance Criteria	Yes	No
1. Explore different styles in creative writings, especially the use of words, syntax and tone	<input type="checkbox"/>	<input type="checkbox"/>
2. Identify the techniques of narration and different types of narratives	<input type="checkbox"/>	<input type="checkbox"/>
3. Learn parts of a book, e.g., title, contents, preface, glossary, index, etc.	<input type="checkbox"/>	<input type="checkbox"/>
4. Highlight the need of figurative language	<input type="checkbox"/>	<input type="checkbox"/>
5. Identify all types of figure of speech along with their use (e.g., simile, metaphor, personification, hyperbole, etc.) in a sample write up.	<input type="checkbox"/>	<input type="checkbox"/>
6. Read specimens to identify figure of speech.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgement Guide

Qualification	Literary Editor (Content Writing)
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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"> Develop style for Creative writing Study figure of speech 			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Read about different styles in creative writings, especially the use of words, syntax and tone			
2.	Identify the techniques of narration and different types of narratives			
3.	Identify parts of a book, e.g., title, contents, preface, glossary, index.			
4.	Highlight the need of figurative language			
5.	Identify all types of figure of speech along with their use (e.g., simile, metaphor, personification, hyperbole, etc.) in a sample write up.			
6.	Read specimens to identify figure of speech.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Literary Editor (Content Writing)
Competency Standard	Deal with Content related to Literature and Books
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	<div style="display: flex; justify-content: space-between; 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 your understanding of style in creative writing?		
2.	What is figure of speech?		
3.	What is the importance of voice, tone, choice of words and syntax in writing?		

4.	Define Table of Contents?		
5.	What is a specimen?		
6.	Define metaphor?		
7.	Difference between Literacy and Literature?		

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