

Instruction Sheet for the Candidate

Qualification	Fundamentals of Content Writing (Content Writing)
Competency Standard	<ol style="list-style-type: none"> 1. Develop Vocabulary 2. Use basic grammatical rules 3. Write Rewrite Paragraph 4. Check for Grammatical Errors
Purpose of Assessment	Summative Assessment
Candidate Details	Name_____ Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration & assessment): <p style="text-align: center;">Write a Blog Post.</p>
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to <p style="text-align: center;">Write a Blog Post.</p>
Minimum Evidence Required	Write a Blog Post. <ol style="list-style-type: none"> 1. List down at least 5 popular topics on which blogs can be created. 2. Narrow down the topics with most potential. 3. Start writing with a main heading. 4. Write the outline for selected topic 5. Show strong vocabulary by using synonyms. 6. Use popular keywords for the selected topic. 7. Write at least 10 paragraphs for the selected topic 8. Break the article into proper sections with headings. 9. Apply basic grammar e.g., Parts of speech, use of conjunction, preposition, transitive, etc. in a sample text. 10. Identify common grammatical mistakes e.g., parallelism, order of words, pronoun antecedent agreement etc. 11. Remove Spelling mistakes. 12. Keep the sentence under 20 words. 13. Check the paragraph of the blog for uniformity 14. Rearrange the sentence if necessary 15. Revise the blog post before final submission.

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	Fundamentals of Content Writing (Content Writing)
Competency Standard	1. Develop Vocabulary 2. Use basic grammatical rules 3. Write Rewrite Paragraph 4. Check for Grammatical Errors
Purpose of Assessment	Summative Assessment
Assessment Task	Write a Blog Post.

I can.....

Performance Criteria	Yes	No
1. List down at least 5 popular topics on which blogs can created	<input type="checkbox"/>	<input type="checkbox"/>
2. Narrow down the topics with most potential	<input type="checkbox"/>	<input type="checkbox"/>
3. Start writing with a main heading.	<input type="checkbox"/>	<input type="checkbox"/>
4. Write the outline for selected topic	<input type="checkbox"/>	<input type="checkbox"/>
5. Show strong vocabulary by using synonyms	<input type="checkbox"/>	<input type="checkbox"/>
6. Use popular keywords for the selected topic.	<input type="checkbox"/>	<input type="checkbox"/>
7. Write at least 10 paragraphs for the selected topic	<input type="checkbox"/>	<input type="checkbox"/>
8. Break the article into proper sections with headings.	<input type="checkbox"/>	<input type="checkbox"/>
9. Apply basic grammar e.g., Parts of speech, use of conjunction, preposition, transitive, etc. in a sample text	<input type="checkbox"/>	<input type="checkbox"/>
10. Identify common grammatical mistakes e.g., parallelism, order of words, pronoun antecedent agreement etc.	<input type="checkbox"/>	<input type="checkbox"/>
11. Remove Spelling mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
12. Keep the sentence under 20 words	<input type="checkbox"/>	<input type="checkbox"/>
13. Check the paragraph of the blog for uniformity	<input type="checkbox"/>	<input type="checkbox"/>
14. Rearrange the sentence if necessary	<input type="checkbox"/>	<input type="checkbox"/>
15. Revise the blog post before final submission.	<input type="checkbox"/>	<input type="checkbox"/>

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgement Guide

Qualification	Fundamentals of Content Writing (Content Writing)
Competency Standard	1. Develop Vocabulary 2. Use basic grammatical rules 3. Write Rewrite Paragraph 4. Check for Grammatical Errors
Purpose of Assessment	Summative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ 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: _____

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	Write a Blog Post.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	List down at least 5 popular topics on which blogs can created			
2.	Narrow down the topics with most potential			
3.	Start writing with a main heading.			
4.	Write the outline for selected topic			
5.	Show strong vocabulary by using synonyms			
6.	Use popular keywords for the selected topic.			
7.	Write at least 10 paragraphs for the selected topic			
8.	Break the article into proper sections with headings.			
9.	Apply basic grammar e.g., Parts of speech, use of conjunction, preposition, transitive, etc. in a sample text			
10.	Identify common grammatical mistakes e.g., parallelism, order of words, pronoun antecedent agreement etc.			
11.	Remove Spelling mistakes.			
12.	Keep the sentence under 20 words			
13.	Check the paragraph of the blog for uniformity			
14.	Rearrange the sentence if necessary			
15.	Revise the blog post before final submission.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Knowledge Assessment

Qualification	Fundamentals of Content Writing (Content Writing)
Competency Standard	1. Develop Vocabulary 2. Use basic grammatical rules 3. Write Rewrite Paragraph 4. Check for Grammatical Errors
Purpose of Assessment	Summative 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.	Define Content		
2.	Name popular niche for content writing?		
3.	Why originality is important while creating any content?		

4.	Which heading level is most widely used when writing an article?		
5.	Differentiate between a direct and indirect sentence.		

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