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| **Skill-Building Task** | **Skill-Using Task** | **Assessment Task** |
| Should not be included in the portfolio | Can be used as a sample in the portfolio (if it shows evidence of the student’s work) | Must be included in the student’s portfolio |
| Develops required skill to complete a RWT | Students use what they have been learning to practice in context | Students demonstrate what they can do independently in as close to real-world context as possible |
| Scaffolding and lots of teacher support | Some scaffolding and instructional support | No scaffolding and no instructional support |
| Informal feedback can be given | Students may self-assess and/or receive peer or teacher feedback  Feedback may be written or oral | Students receive written teacher assessment feedback |
| **Sample Tasks** | | |
| Present a written dialogue of a coffee break exchange. Identify conversation opening, closing etc. | Role-play the conversation and students receive peer feedback. Teacher takes notes while monitoring and gives and/or individual feedback | Role-play conversation with the teacher |
| Identify the meaning of a set of idioms | Practice the dialogue with the teacher and/or class mate | Role-play conversation with the teacher |
| Introduce and use the proper format of cover letter | Write a cover letter with given information | Write a cover letter |
| Write sentences using the past tense | Talk about where you lived with your classmates OR  Write a letter to your friend about what you did in your holidays and peer check | Talk about where you lived with your teacher OR  Write a letter to your friend about what you did in your holidays and receive teacher feedback |
| Write first and last name, date of birth in a given format | Fill out an apartment rental agreement and peer check | Fill out an apartment rental agreement |
| Learn how to find specific information in a flyer | Read a flyer about an event and circle time and location | Read a flyer and identify details |
| Listen to a dialogue to identify register, formality etc.  Read the written dialogue | Practice calling the dentist’s office and reschedule an appointment | Call the teacher (role-playing as the dentist’s receptionist) and reschedule an appointment |