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| **#** | **Stages** | **Steps** | **Example** |
| 1 | Set context for assessment | Set the context for the TASK (not the theme) | 5Ws of: Writing an email to \_\_\_\_\_. How? (before, during, after) |
| 2 | Skill-Using for Assessment | (Optional) Try to do the task; see what students can do before they are taught | Try writing an email to \_\_\_\_\_. Evaluate, what’s good? What’s missing? |
| 3 | Skill-Building for Assessment | Criteria 1: Skill-Building Activity | Subject lines |
| Criteria 1: Skill-Using Activity |
| 4 | Skill-Building for Assessment | Criteria 2: Skill-Building Activity | Greetings & closings |
| Criteria 2: Skill-Using Activity |
| 5 | Skill-Building for Assessment | Criteria 3: Skill-Building Activity | Reason for writing |
| Criteria 3: Skill-Using Activity |
| 6 | Skill-Building for Assessment | Criteria 4: Skill-Building Activity | Email format/layout |
| Criteria 4: Skill-Using Activity |
| 7 | Skill-Using for Assessment | Do the task/practice assessment | Write an email to \_\_\_\_\_\_\_\_\_\_\_. |
| 8 | Assessment Task | Do the assessment |  |