

## Evaluation Grids / Scoring Guide for Word Processing Items

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### Item 1: Tree Planting Campaign Invitation Letter

#### Task Summary:

Create a professional and visually appealing letter inviting the head teacher, staff, and students to participate in a tree planting campaign.

Competency (Basis of Assessment)	Evidence: Skill/Ability Exhibited/Score	Score
<b>Introduction</b>	<ul style="list-style-type: none"><li>- Clear and concise introduction explaining the purpose of the letter.</li><li>- Partially clear introduction with some missing details.</li><li>- Minimal or unclear introduction.</li><li>- No introduction provided.</li></ul>	03 02 01 00
<b>Body Content</b>	<ul style="list-style-type: none"><li>- Includes event details (date, time, location, and purpose) and expectations (e.g., bringing tree seedlings).</li><li>- Most details included but lacks clarity or specificity.</li><li>- Minimal or incomplete details provided.</li><li>- No relevant content provided.</li></ul>	04 03 02 01 00
<b>Professional Tone and Language</b>	<ul style="list-style-type: none"><li>- Maintains professional tone throughout.</li><li>- Partially professional tone with minor lapses.</li><li>- Informal or inconsistent tone.</li><li>- No attention to tone.</li></ul>	03 02 01 00
<b>Formatting and Layout</b>	<ul style="list-style-type: none"><li>- Proper structure: header, salutation, body, closing, and signature, with aligned text.</li><li>- Mostly structured with minor alignment issues.</li><li>- Lacks a clear structure.</li><li>- No structure provided.</li></ul>	04 03 02 01 00
<b>Visual Appeal</b>	<ul style="list-style-type: none"><li>- Uses bold headings, appropriate fonts, spacing, and optional graphics/logos for a professional</li></ul>	03 02

	look. - Some formatting applied but lacks consistency. - Minimal formatting or visual appeal. - No formatting applied.	01 00
<b>Printing Readiness</b>	- Properly formatted and ready for printing with correct margins and alignment. - Mostly ready but with minor layout issues. - Requires significant adjustments for printing. - Not print-ready.	03 02 01 00

## Item 2: Charity Drive Invitation Letter

### Task Summary:

Create a formal letter inviting local businesses to participate in a charity drive, emphasizing the details and benefits of participation.

<b>Competency (Basis of Assessment)</b>	<b>Evidence: Skill/Ability Exhibited/Score</b>	<b>Score</b>
<b>Introduction</b>	- Clearly outlines the purpose of the letter, establishing context. - Partially outlines the purpose but with missing details. - Minimal or unclear introduction. - No introduction provided.	03 02 01 00
<b>Content and Details</b>	- Provides event details (date, purpose, and location), expected participation, and benefits for businesses. - Provides most details but lacks clarity or specificity. - Minimal or incomplete details provided. - No relevant content provided.	04 03 02 01 00
<b>Professional Tone and Language</b>	- Maintains professional tone and persuasive language throughout. - Mostly professional tone with minor lapses.	03 02

	- Informal or inconsistent tone. - No attention to tone.	01 00
<b>Formatting and Layout</b>	- Proper structure: header, salutation, body, closing, and signature, with aligned text. - Mostly structured with minor alignment issues. - Lacks a clear structure. - No structure provided.	04 03 02 01 00
<b>Visual Enhancements</b>	- Includes appropriate fonts, spacing, and optional graphics/logos for a professional look. - Some formatting applied but lacks consistency. - Minimal formatting or visual appeal. - No formatting applied.	03 02 01 00
<b>Printing Readiness</b>	- Properly formatted and ready for printing with correct margins and alignment. - Mostly ready but with minor layout issues. - Requires significant adjustments for printing. - Not print-ready.	03 02 01 00

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### Scoring Breakdown for Both Items

- Maximum Score for Each Task: **20 Points**
  - Introduction: 3 points
  - Body Content/Details: 4 points
  - Professional Tone: 3 points
  - Formatting/Layout: 4 points
  - Visual Appeal/Enhancements: 3 points
  - Printing Readiness: 3 points



## ITEM 1 - Word Processed Letter

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[School Name]  
**Green Planet Conservation Club**  
**P.O. Box [Insert Number]**  
**[Location], [District]**  
**[Date: Insert Today's Date]**

**To:**  
**The Head Teacher, Staff, and Students**  
**[School Name]**

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Dear [Head Teacher/Staff/Students],

**Subject:** Invitation to Participate in the Tree Planting Campaign

The Green Planet Conservation Club is excited to announce a **Tree Planting Campaign** aimed at promoting environmental conservation and enhancing the beauty of our school campus. This event will take place on:

**Date:** 5th March

**Time:** 9:00 AM

**Venue:** School Garden

### **Why Participate?**

Trees play a crucial role in our environment by improving air quality, reducing soil erosion, and providing habitats for wildlife. Through this initiative, we aim to create a sustainable and green future for our school.

We kindly request your participation in this noble cause. **Please bring at least one tree seedling** of your choice to contribute to the campaign. Additionally, we encourage creative and innovative ideas to make this event successful.

**Dress Code:** Wear green or any eco-themed outfit to symbolize our commitment to conservation.

We believe that with your support, this campaign will be a resounding success. Let us come together as a school community to make a positive impact on our environment.

For more information, feel free to contact the Green Planet Conservation Club through [Contact Details: Insert Email or Phone Number].

We look forward to your enthusiastic participation!

Yours sincerely,

**[Your Full Name]**

**President, Green Planet Conservation Club**

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### **Formatting Details to Make the Letter Visually Appealing and Professional**

1. **Use a Header:** Include the school's name and the club's name in bold at the top of the letter.
  2. **Font Style and Size:** Use **Times New Roman, size 12** for the body, with bold headers for emphasis.
  3. **Alignment:** Center-align the school name and contact details in the header; justify the main body text for neatness.
  4. **Highlight Key Details:** Use bold text for the event date, time, venue, and instructions (e.g., "Please bring at least one tree seedling").
  5. **Spacing:** Use 1.5 line spacing for readability and add a blank line between paragraphs.
  6. **Footer (Optional):** Add a footer with the club's motto or slogan, such as "Greening the Future Together."
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## ITEM 2 - Word Processed Letter

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[School Name]  
Student Government Association  
P.O. Box [Insert Number]  
[Location], [District]  
[Date: Insert Today's Date]

To:  
[Business Name]  
[Address]  
[City, District]

**Subject:** Invitation to Support Our Charity Drive for [Children's Home Name]

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Dear [Business Name/Representative],

The Student Government Association of [School Name] is pleased to announce a **Charity Drive** to support [Children's Home Name], a local shelter dedicated to providing care and education to children in need.

**Event Details:**

**Date:** [Insert Date]

**Time:** [Insert Time]

**Venue:** [Insert Venue, e.g., School Hall or Community Center]

This initiative aims to collect funds, food supplies, clothing, and educational materials to improve the lives of these children and empower them to reach their potential. We are reaching out to esteemed businesses like yours for support in making this drive a success.

**How You Can Help:**

- **Financial Contributions:** Donations will be used to purchase essential items and fund developmental programs.
- **In-Kind Donations:** Contributions such as non-perishable food, clothing, hygiene products, and school supplies are greatly appreciated.

**Benefits of Participation:**

1. **Recognition:** Your organization will be acknowledged during the event and in all promotional materials, including social media and local press coverage.

2. **Community Impact:** Your support will directly contribute to the well-being of underprivileged children in our community.
3. **Networking Opportunity:** Collaborate with other local businesses and schools during the event.

We kindly request your confirmation of participation by [Insert RSVP Date]. Please contact us via email at [Insert Email Address] or phone at [Insert Phone Number] for further information or to arrange a meeting.

Together, we can make a difference in the lives of these children. Thank you for your consideration and support.

Yours sincerely,

**[Your Full Name]**  
**President, Student Government Association**  
**[School Name]**

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## **Formatting Details for Visual Appeal and Professionalism**

1. **Header:**
  - Include the school name and Student Government Association in bold, along with a school logo in the top-left corner.
2. **Font Style and Size:**
  - Use **Times New Roman or Arial, size 12** for the body text, with bold headers for emphasis.
3. **Alignment:**
  - Center-align the school name and contact details in the header; justify the main body for neatness.
4. **Highlight Key Details:**
  - Use bold text for event details, participation instructions, and the RSVP deadline.
5. **Add a Footer:**
  - Include a footer with a slogan such as “Building a Better Future Together.”
6. **Graphics:**



- Add a small image or icon representing charity (e.g., a heart or helping hands) to reinforce the theme.

**7. Spacing:**

- Use 1.5 line spacing for readability and insert blank lines between paragraphs.
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