

## Assignment for the students of HSC -2022

<b>Subject: English</b>	<b>Paper: Second</b>	<b>Subject Code: 108</b>	<b>Level: HSC</b>
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Ass. No	Assignment	Topic & learning outcome	Steps / instructions/ scope	Rubrics						Comment
4	Write an email to the admission committee of Harvard University to obtain a full ride scholarship.	Learners will be able to <ul style="list-style-type: none"><li>make formal written communication with a university authority</li><li>use vocabularies suitable for a formal communication</li></ul>	<ul style="list-style-type: none"><li>Write within 100-120 words</li><li>Follow the standard form email</li><li>Avoid any irrelevant information</li><li>Show arguments in favour of your eligibility for the scholarship.</li></ul>	Indicators	Performance criteria					
					Excellent 4	Good 3	Average 2	Need improvement 1	Marks	
				Organization	Has strong logical organization according to formal emails	Organization for a formal email	Has poor organization of a formal email	unorganized formal email		
				Vocabulary	Uses a wide range of vocabulary with uses of different words without repetition	Uses an adequate range of vocabulary suitable for formal communication without repetition	Uses a limited range of vocabulary with some inaccuracy in using words and some repetition	Uses basic vocabulary with much repetition and inappropriateness		
				Arguments	Admirable presentation of logic for convincing audience	Sensible presentation of logic for convincing audience	Very basic presentation of logic for audience	Very poor or no presentation of logic for audience		

Remarks	Range
Excellent	12-11
Good	10-8
Average	7-6
Needs Improvement	5-1