**Workplace Professional Communication Skills**

**(Individual Assessment)**

**INDIVIDUAL LETTER WRITING (10%)**

*The Requirements*

This activity will assist students to enhance their knowledge in writing letters related to internship. Student will be assessed on their English language proficiency and letter writing skills relevant to internship position.

Individually write a letter to apply for internship in an organization.

**Assessment Criteria:**

You will be assessed as follows:

1. ***Content – 5%***
2. Language – 5%

|  |  |  |  |
| --- | --- | --- | --- |
| **Points** | **0-1** | **2-3** | **4-5** |
| **Content of the individual writing** | Purpose of the letter writing not stated at all. Proper statement related to the scenario not given with suitable evidence. | Purpose of the letter writing was unclear. Statement related to the scenario given with none/ few evidence | Purpose of the letter writing was clear. Proper statement related to the scenario given with evidence |
| **Language Proficiency** | Serious grammatical error. Poor sentence structure. Poor vocabulary | Obvious grammatical error. Average sentence structure. Average vocabulary | No obvious grammatical error. Excellent sentence structure. Excellent vocabulary |

***If you have any problems please do not hesitate to contact me at*** [***lecturer@apu.edu.my***](mailto:vicknisha.balu@apu.edu.my)