

Writing

Production Task Rubric

Writing Task 2 You wrote an informal note to respond to a demand, request, or suggestion by an unfamiliar person.	Completely	Mostly	Somewhat	Comments
You included an informal greeting and closing.				
You referred to the original message and any feelings in that message.				
You gave context to explain why you could or could not do what was requested or suggested.				
You expressed positive feelings about any idea you could accept.				
You used at least one gerund and one infinitive.				