

Grade 8 Life Orientation Worksheet

Addressing violence in schools

Letter about school violence

Write a letter to the Minister of Education about school violence. Address the seriousness of the problem and suggest ways of taking care of the problem.

Write your letter in the correct letter format.

Prepare a rough copy first.

Edit your rough copy, checking layout, spelling, capitals and full stops.

Make sure that each paragraph has an idea and that the ideas flow smoothly from one paragraph to the next.

Your letter should be between 1 and 2 pages in length.

Your teacher will assess your letter writing using the checklist below.

Criteria: Has the learner:	Yes	No
1. Written a first draft?		
2. Edited the draft?		
3. Written a letter of at least 1 page in length and no more than 2 pages?		
4. Divided the letter into paragraphs – introductory, supporting and concluding?		
5. Included his/her address in the letter as well as the recipient's address?		
6. Used appropriate greetings for opening and closing the letter?		
7. Included the date in the correct format?		
8. Kept to the topic?		
9. Addressed the question?		
10. Kept facts correct?		
11. Kept the tone and style of the letter appropriate to the topic of the letter?		
12. Used vocabulary sufficient for the purpose of this letter?		
13. Used varied sentences?		
14. Used accurate grammar and punctuation?		
15. Used accurate spelling?		
Assign two marks for every 'Yes' answer.	Total marks: 15 × 2 = 30	

Grade 8 Life Orientation Worksheet

Suggested Solutions

Question number	Possible marks	Solution
1	30	See checklist in Appendix of Assessment Tools.

Appendix of assessment tools

Checklist to assess a letter

Criteria: Has the learner:	Yes	No
1. Written a first draft?		
2. Edited the draft?		
3. Written a letter of at least 1 page in length and no more than 2 pages?		
4. Divided the letter into paragraphs – introductory, supporting and concluding?		
5. Included his/her address in the letter as well as the recipient's address?		
6. Used appropriate greetings for opening and closing the letter?		
7. Included the date in the correct format?		
8. Kept to the topic?		
9. Addressed the question?		
10. Kept facts correct?		
11. Kept the tone and style of the letter appropriate to the topic of the letter?		
12. Used vocabulary sufficient for the purpose of this letter?		
13. Used varied sentences?		
14. Used accurate grammar and punctuation?		
15. Used accurate spelling?		
Assign two marks for every 'Yes' answer.	Total marks: 15 × 2 = 30	