



English Home language

Grade: 4

Task 8: Transactional writing task

Task Type: Diary entry

Marks:10

Due date: 23 October 2024

Write a diary entry about a special day you had recently (like a school trip, a family gathering, or a fun day at home).

In your entry, you should:

1. Describe what happened on that day.
2. Share your feelings about the experience.
3. Mention who you were with and what activities you enjoyed.
4. Reflect on what you learned or why this day was important to you.

Guidelines

Length: Your diary entry should be between 60 and 80 words.

Format: Start with the date and a greeting to yourself (e.g., "Dear Diary,").

Language: Use a personal and reflective tone.

Must include:

Mind map

Rough draft

Final draft

Transactional Writing Rubric

Criteria	Excellent (4 marks)	Good (3 marks)	Satisfactory (2 marks)	Needs Improvement (1 mark)	Total Marks
Content and Development	Rich description of the day's events; includes personal feelings and reflections; engaging details about activities and people.	Clear description of events; includes some personal feelings and reflections; relevant details.	Basic description of events; may lack personal feelings or reflections; few details.	Minimal or unclear description of events; lacks personal feelings and details.	/4
Organization	Ideas are logically organized; clear structure with a beginning, middle, and end; effective use of paragraphs.	Mostly organized; some minor lapses in flow or clarity; general structure present.	Some organization; ideas may be scattered or unclear; limited use of paragraphs	Disorganized; difficult to follow or understand; lacks clear structure.	/2
Language Use	Excellent grammar, spelling, and punctuation; appropriate and varied vocabulary.	Good grammar, spelling, and punctuation; mostly appropriate vocabulary.	Some errors in grammar, spelling, or punctuation; vocabulary may be limited.	Frequent errors in grammar, spelling, and punctuation; unclear vocabulary.	/2
Format	Correct diary entry format, including date and greeting; well-presented.	Mostly correct format; minor errors in layout or missing elements	Some errors in format; several required elements may be missing.	Incorrect format: many required elements are missing.	/2
/ 10 marks					

Plagiarism Declaration

Plagiarism Declaration for Assignment _____ Task _____

I, _____, hereby declare that the work submitted for this assignment is my own and has not been copied from any other source. I have properly cited all references and sources used in the completion of this work, and I understand that any form of plagiarism will result in disciplinary action according to the policies of E learn SA.

I acknowledge that I have read and understood the guidelines regarding academic integrity and plagiarism.

Student Name _____

Date _____

Signature _____