**HIGHER VOCATIONAL SCHOOL**

**2024 – 2025**

**WRITING TASK 1**

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| **GRADE** | **/10** |

|  |  |
| --- | --- |
| **FULL NAME** |  |
| **STUDENT NUMBER** |  |
| **MAJOR** |  |
| **DATE** |  |

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| **Content (0-2)** | **Organization (0-2)** | **Grammar & Vocabulary (0-2)** | **Mechanics (0-2)** | **Creativity & Originality (0-2)** | **TOTAL** |
|  |  |  |  |  |  |

**Writing an Email to a Patient *(Email Writing Task)***

**Task:** Imagine you are a medical secretary. Write a short email to a patient to confirm their appointment. Use simple and polite language.

**Model Email:**

**Subject:** Appointment Confirmation

Dear Mr. Brown,

This is to confirm your appointment with Dr. Smith on February 10 at 10:00 AM. Please arrive 15 minutes early and bring your ID and health card. Let us know if you need to reschedule.

Best regards,  
Anna White  
Medical Secretary