**HIGHER VOCATIONAL SCHOOL**

**2024 – 2025**

**WRITING TASK 2**

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

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| **LL 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** |
|  |  |  |  |  |  |

**Task 2:**

"Update a Contact List"

**Instructions:**

Write a 4-5 sentence paragraph about updating a contact list. Answer these questions:

1. What information is in a contact list?

2. How do you add a new contact?

3. What should you do if a contact is no longer needed?

4. Why is it important to keep the list updated?

**Example:**

"A contact list has \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If you add a new contact, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you don’t need. If you keep the list updated, it helps you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_."