

MARKING SCALE FOR WRITING. TASK 1: DESCRIPTION

	Task Completion	Vocabulary	Grammar
3	All aspects mentioned and expanded. Clear organisation.	Vocabulary appropriate to the task. Only a few spelling mistakes.	Grammar well controlled. Only a few grammar mistakes.
2	All aspects mentioned but only two expanded. Organisation mostly logical. Some irrelevant remarks.	Vocabulary basic though conveys the meaning. Several spelling mistakes.	Limited control of grammar. Several grammar mistakes.
1	One or more aspects not mentioned at all OR only one expanded. Illogical organisation. Significant amount of irrelevant information.	Many words used inappropriately. Spelling problems make communication difficult.	Minimum control of grammar. Grammar problems make communication difficult.
0	The prompt has been ignored. Fewer than 35 words.	The prompt has been ignored. Vocabulary problems make communication impossible.	The prompt has been ignored. Grammar problems make communication impossible.

MARKING SCALE FOR WRITING. TASK 2: LETTER

	Task Completion	Organisation	Vocabulary	Grammar
4	All aspects mentioned and expanded.	Both beginning and ending appropriate. Well organised. Logical paragraphs.	Vocabulary appropriate to the task. Only a few spelling mistakes.	Grammar well controlled. Only a few grammar mistakes.
3	All aspects mentioned but only two expanded.	Both beginning and ending appropriate. Organisation mostly logical. Mostly logical paragraphs.	Vocabulary quite basic though conveys the meaning. Several spelling mistakes.	Mostly grammatical. Several grammar mistakes.
2	All aspects mentioned but only one expanded. Some irrelevant remarks.	Beginning OR ending missing. Organisation not always logical. Paragraphs not always logical.	Limited vocabulary. Frequent spelling mistakes.	Limited control of grammar. Some systematic grammar mistakes.
1	One or more aspects not mentioned at all. Significant amount of irrelevant information.	Beginning AND ending missing. No paragraphs.	Very limited vocabulary. Spelling problems make communication difficult.	Minimum control of grammar. Grammar problems make communication difficult.
0	The prompt has been ignored. Fewer than 60 words.	The prompt has been ignored. Not a connected text.	The prompt has been ignored. Vocabulary problems make communication impossible.	The prompt has been ignored. Grammar problems make communication impossible.