

## MARKING SCALE FOR LETTERS 2006

<b>Points</b>	<b>Task 1</b>	<b>Format 2</b>	<b>Language 3</b>
<b>4</b>	<b>X</b>	<b>X</b>	Polite, formal register. Appropriate choice of words. Grammar and spelling generally correct (up to 3 mistakes).
<b>3</b>	<b>X</b>	<b>X</b>	Some inappropriacy in the choice of words. Up to 6 mistakes in grammar and/or spelling. Inconsistent use of formal register (2 – 3)
<b>2</b>	<sup>1</sup> Complaint. All prompts - <sup>2</sup> snorkelling, <sup>3</sup> bikes, <sup>4</sup> beaches, <sup>5</sup> elephant – correctly used. Asks for <sup>6</sup> compensation.	Appropriate <sup>1</sup> opening (Dear Sirs, Dear Sir/Madam, Dear Sir, Dear Madam(e)) and <sup>2</sup> closing (Yours faithfully) expressions. <sup>3</sup> Introductory and <sup>4</sup> final sentences. May miss the <sup>5</sup> date or pen-name.	Frequent mistakes in grammar and/or spelling (up to 10). Informal register.
<b>1</b>	Complaint. 1 -2 prompts missing or misused or does not ask for compensation.	1-3 elements of the 5 missing or inappropriate.	Limited command of grammar (11 - 15 mistakes), but can be understood.
<b>0</b>	Not a complaint. Only 1 prompt used and no compensation asked. Not enough to evaluate (fewer than 50 words)	More than 3 elements missing or inappropriate. Not enough to evaluate (fewer than 50 words) Ignores the task (not a letter).	Completely ungrammatical (more than 15 mistakes) or does not communicate. Not enough to evaluate.

**Note:** a recurrent mistake counts as one mistake