

MARKING SCALE: LETTER 2017

	Task Completion	Vocabulary	Grammar
3	All four aspects of the task mentioned and expanded. Clear organisation (information grouped into paragraphs logically). Correct format.	Appropriate, task-specific vocabulary with a few slips. Appropriate tone and register. Correct spelling.	Grammatically correct, with a few slips. Complex sentences and structures correctly used. Punctuation mostly well managed.
2	All four aspects of the task mentioned but only two or three aspects expanded. Organisation mostly logical. Mostly correct format (Salutation and/or sign-off inappropriate). Some irrelevant remarks.	Basic vocabulary well controlled but less common vocabulary faulty or lifted from the task. Tone and register mostly appropriate. Some spelling mistakes.	Basic grammar well controlled. Mistakes in complex sentences and structures. Several grammar and/or punctuation mistakes.
1	All aspects of the task mentioned but none expanded OR not all aspects mentioned. Organisation not logical. Faulty format (does not look like a letter; salutation and/or sign-off inappropriate). Significant amount of irrelevant information.	Vocabulary limited. Frequent incorrect use. Inappropriate tone and register. Vocabulary and spelling mistakes make comprehension problematic.	Limited range of grammar. Frequent incorrect use. Grammar and punctuation mistakes make comprehension problematic.
0	The task has been misunderstood. Fewer than 60 words.	Vocabulary and spelling mistakes make comprehension impossible.	Grammar and punctuation mistakes make comprehension impossible.
	Ignores the task. Plagiarised work.		

Notes:

Word count (Task completion): More than 132 words– no penalty 108–132 – OK! 60–107 – deduct 1 point Fewer than 60 words 0	Salutation (Task completion): - Dear Sir or Madam Sign-off (Task completion): - Yours faithfully - Faithfully yours	No contracted forms! (Vocabulary) Commas in both the salutation and sign-off or in neither. (Grammar)
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MARKING SCALE: REPORT 2017

	Task completion	Organisation	Vocabulary	Grammar
4	Data discussed appropriately (all five choices discussed). Reasons for two biggest differences given. The reasons are appropriate and directly linked to the differences.	Clearly organised, systematic. Paragraphs have a clear focus. Purpose clear. Correct format.	Accurate and appropriate task-specific vocabulary. Appropriate tone and register. Correct spelling.	A variety of grammatical structures correctly used. Complex sentences and structures frequently used. Tenses appropriately used. Punctuation well managed.
3	Data generally discussed well (all five choices discussed but not fully). At least one appropriate reason for one of the two biggest differences given and linked OR two appropriate reasons given but not directly linked to the differences. Some irrelevant remarks.	Organisation mostly logical. Some paragraphs lack focus. Purpose generally clear. Correct format.	Good general control of vocabulary. May be repetitive. Tone and register mostly appropriate. Some spelling mistakes.	Good general control of grammatical structures. May be repetitive. A mix of simple and complex structures. Some mistakes in complex structures. A few punctuation mistakes.
2	Data generally discussed well but no reasons provided or reasons not appropriate (vague). OR Data discussed only partly but at least one appropriate reason for one of the two biggest differences given. Includes irrelevant discussion.	Organisation is evident but not always logical. Paragraphs lack focus. Purpose missing. Begins or ends like a letter.	Basic vocabulary well controlled but more complex vocabulary used repetitively or lifted from the task. Tone and register inappropriate at times. Frequent spelling mistakes.	Basic grammar well controlled but used repetitively. Mistakes in complex sentences and structures. Several grammar and/or punctuation mistakes.
1	Data not used in the discussion (no numbers) or misunderstood. Task partly misunderstood. Significant amount of irrelevant information.	No apparent organisation. No paragraphs. Formatted like a letter.	Vocabulary limited. Frequent incorrect use. Inappropriate tone and register. Vocabulary and spelling mistakes make comprehension problematic.	Limited range of grammar. Frequent incorrect use. Grammar and punctuation mistakes make comprehension problematic.
0	The task has been misunderstood. Fewer than 100 words.	No apparent organisation.	Vocabulary and spelling mistakes make comprehension impossible.	Grammar and punctuation mistakes make comprehension impossible.
Ignores the task. Plagiarised work.				

Notes:

Word count (Task completion):				No contracted forms! (Vocabulary)
180–300 OK	140–179 deduct 1 point	100–139	deduct 2 points	