

### MARKING SCALE FOR LETTERS 2004

Points	Task Completion 1	Letter Format 2	Language 3
<b>4</b>	<b>X</b>	<b>X</b>	Appropriate choice of words. Polite requests. Grammar and spelling generally correct (1-2 slips)
<b>3</b>	<b>X</b>	<b>X</b>	Some inappropriacy in the choice of words. Up to 5 mistakes in grammar and/or spelling.
<b>2</b>	All 4 prompts used in full. (tickets, airport, accommodation, sightseeing)	Appropriate opening (Dear Chris) and closing expressions (Best wishes, Regards, Love, Yours etc.), introductory and final sentences. Date, uses a pen-name	Frequent mistakes in grammar and/or spelling. (up to 10). No requests.
<b>1</b>	2 –3 prompts used or 4 prompts only mentioned. Irrelevant information	1 –3 elements of the six missing or inappropriate	Limited command of grammar. More than 10 mistakes in grammar and/or spelling
<b>0</b>	Task misunderstood. Not enough to evaluate (fewer than 50 words)	More than 3 elements missing or inappropriate Ignores the task Not enough to evaluate (fewer than 50 words)	Completely ungrammatical Ignores the task Not enough to evaluate (fewer than 50 words)

## MARKING SCALE FOR ESSAYS 2004

<b>Points</b>	<b>Task Completion 4</b>	<b>Organisation 5</b>	<b>Vocabulary 6</b>	<b>Grammar and Spelling 7</b>
<b>4</b>	<b>X</b>	<b>X</b>	<b>X</b>	A wide range of grammatical structures. Grammar and spelling correct with minor slips(1-4)
<b>3</b>	<b>X</b>	Clearly organised. Well signalled. (linking devices. Distinct paragraphs. Neutral register	A wide range of vocabulary. Adequate and effective choice of words.	Grammar simple but largely accurate. Some spelling mistakes (up to 8).
<b>2</b>	Thorough treatment of the topic: 3 aspects thoroughly (at least one negative) discussed	Visible paragraphs. Little or no use of signalling devices. Inconsistent register. Introd. or concl. Inappropriate or missing	Common vocabulary. Some inappropriacy in the choice of words.	More frequent grammar and/or spelling mistakes. (up to 12).
<b>1</b>	Barely adequate treatment of the topic. Some irrelevant information. No contra arguments. Mentions but doesn't discuss.	No visible paragraphs. Introduction and conclusion missing or inappropriate.	Limited vocabulary. Frequent misuse of words.	Limited command of grammar. Very frequent grammar and/or spelling mistakes. (up to 16)
<b>0</b>	Ignores the task. Not enough to evaluate (fewer than 100 words)	Ignores the task. No apparent organisation. Not enough to evaluate (fewer than 100 words) Extremely untidy.	Ignores the task. Does not communicate. Not enough to evaluate (fewer than 100 words)	Ignores the task. Completely ungrammatical. Not enough to evaluate (fewer than 100 words)

**Note:** If the candidate does not keep to the word limit (writes 100-125 or more than 225 words), they will lose **1 point** for Organisation  
If the paper looks untidy (no rough notes), lower **1 point**.