

## MARKING SCALE: LETTER

2018

	Task Completion	Vocabulary	Grammar
<b>3</b>	All five aspects mentioned and at least three expanded. Clear organisation (information grouped into paragraphs logically). Correct format (salutation or sign-off may be inappropriate).	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.
<b>2</b>	Four or five aspects mentioned but only two 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. Some vocabulary lifted from the task. Tone and register mostly appropriate. Some spelling mistakes.	Basic grammar well controlled. Mistakes in complex sentences and structures. Some grammar and/or punctuation mistakes.
<b>1</b>	Attempts the task but does not meet the standard described above. Organisation not logical. Faulty format (does not look like a letter; salutation and/or sign-off inappropriate). Significant amount of irrelevant information.	Vocabulary limited or mostly lifted from the task. Inappropriate tone and register. Vocabulary and spelling mistakes are frequent and may hinder comprehension.	Limited range of grammar. Grammar and punctuation mistakes are frequent and may hinder comprehension.
<b>0</b>	Fewer than 60 words.	Vocabulary and spelling mistakes make comprehension very problematic.	Grammar and punctuation mistakes make comprehension very problematic.
	Ignores the task. Plagiarised or memorised work.		

### Notes:

<b>Five aspects:</b> 1. interest (could be implied) 2. field of study 3. scholarship requirements 4. admission test 5. cost of accommodation	<b>Word count (Task completion):</b> 108–... – OK 60–107 – deduct 1 point 0–59 – 0	<b>Salutation (Task completion):</b> - Dear Ms/Mrs/Miss Smith <b>Sign-off (Task completion):</b> - Yours sincerely - Sincerely yours - Sincerely	No contracted forms! <b>(Vocabulary)</b>  Commas in both the salutation and sign-off or in neither. <b>(Grammar)</b>
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## MARKING SCALE: ESSAY

2018

	Task Completion	Organisation	Vocabulary	Grammar
4	All aspects appropriately addressed: ideas presented and fully discussed. Position clear.	Well organised. All required elements present and relevant. Clear paragraphs. Natural use of linking devices.	Accurate, appropriate, wide vocabulary. Appropriate tone and register. Correct spelling.	A variety of grammatical structures correctly used. Complex sentences and structures frequently used. Punctuation well managed.
3	All aspects addressed: ideas presented and discussed. Position may be unclear. May include irrelevant remarks.	Organisation mostly logical. Required elements present but not always relevant. Paragraphing mostly clear with a few slips. Linking devices mostly used appropriately.	Good general control of vocabulary: includes some more complex words. 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	At least two aspects mentioned and at least one of them discussed. May include some irrelevant ideas.	Organisation is evident but may not always be logical. Some required elements missing or not relevant. No paragraphs, but logical. Linking devices limited in number or used mechanically.	Basic vocabulary well controlled but more complex vocabulary used repetitively or lifted from the task. Tone and register inappropriate at times. Several spelling mistakes.	Basic grammar well controlled. Mistakes in complex sentences and structures. Several punctuation mistakes.
1	Attempts the task but does not meet the standard described above. Significant amount of irrelevant information.	Organisation unclear or illogical. No paragraphs. Relations between ideas unclear. Linking devices missing or overused.	Vocabulary limited. Frequent incorrect use. Inappropriate tone and register. Vocabulary and spelling mistakes may hinder comprehension.	Limited range of grammar. Frequent incorrect use in both simple and complex sentences and structures. Grammar and punctuation mistakes may hinder comprehension.
0	Fewer than 100 words.	No apparent organisation.	Vocabulary and spelling mistakes make comprehension very problematic.	Grammar and punctuation mistakes make comprehension very problematic.
	Ignores the task. Plagiarised or memorised work.			

<b>Three aspects:</b>		<b>Word count (Task completion):</b>	No contracted forms! ( <b>Vocabulary</b> )
1.	position: problem or not?	180–... OK	
2.	first idea	140–179 deduct 1 point	
3.	second idea	100–139 deduct 2 points	