

MARKING SCALE: LETTER

	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): 108–... – OK 60–107 – deduct 1 point 0–59 – 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: ESSAY

	Task completion	Organisation	Vocabulary	Grammar
4	All aspects of the task appropriately addressed. Ideas presented, expanded and supported.	Well organised. All required elements present. 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 of the task appropriately addressed. Some aspects expanded and supported.	Organisation mostly logical. Required elements present but not always appropriate. Paragraphing mostly clear with a few slips. Linking devices mostly used appropriately.	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	Some aspects of the task addressed. Some irrelevant remarks.	Organisation is evident but may not always be logical. Some required elements missing or wrong. 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. Frequent spelling mistakes.	Basic grammar well controlled. Mistakes in complex sentences and structures. Several grammar and/or punctuation mistakes.
1	Task addressed in a limited way or partly misunderstood. Significant amount of irrelevant information.	Organisation unclear or illogical. Random paragraphs. Relations between ideas unclear. Linking devices missing or overused.	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): 180—... OK 140—179 deduct 1 point 100—139 deduct 2 points		No contracted forms! (Vocabulary)	