

MARKING SCALE FOR LETTERS 2005

Points	Task 1	Format 2	Language 3
4	X	X	Appropriate choice of words Polite, showing respect. Formal register. Grammar and spelling generally correct (up to 3 mistakes).
3	X	X	Some inappropriacy in the choice of words. Up to 5 mistakes in grammar and/or spelling. Inconsistent use of formal register (1 – 2)
2	3 prompts used in full (school, family, experience). Expressing thanks twice.	Appropriate opening (Dear Sir/Madam) and closing expressions (Yours faithfully). Introductory and final sentences. Date. Pen-name	Frequent mistakes in grammar and/or spelling (up to 10). Informal register.
1	1 -2 prompts used in full or 3 prompts only mentioned. Irrelevant information.	1-3 elements of the six missing or inappropriate.	Limited command of grammar (10 - 15 mistakes).
0	Task misunderstood. 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.	Completely ungrammatical. (More than 15 mistakes) Not enough to evaluate.