

### A Marking Scale for Letters

	<b>Task Completion (TC)</b>	<b>Language (L)</b>
<b>4</b>	Responds to all aspects of the prompt. Ideas presented and supported. Clear organisation (uses paragraphs, logical). Correct format.	Lexically and grammatically correct. Complex structures. Correct spelling. Appropriate tone.
<b>3</b>	Responds to most aspects of the prompt. May lack support. Clear but does not have paragraphs. Mostly correct format.	Lexically and grammatically mostly correct, with few unsystematic spelling mistakes. Some complex structures used. Tone inappropriate at times.
<b>2</b>	Important parts of the prompt not mentioned. May require re-reading because of poor organisation. Faulty format.	Basic vocabulary and grammar well controlled. Mostly simple sentences. Frequent grammar and spelling mistakes. Inappropriate tone
<b>1</b>	Attempts to write a letter but most aspects of the prompt have not been addressed. Hard to follow due to lack of organisation.	The text abounds in grammar and spelling mistakes but can still be comprehended. Writer has minimum control of the lexis and grammar.
<b>0</b>	Does not write a letter. The prompt has been ignored. Fewer than 50 words.	Errors in grammar and spelling predominate to the extent that the text cannot be understood.

### A Marking Scale for Essays and Reports

	<b>Task Completion</b>	<b>Organisation</b>	<b>Vocabulary</b>	<b>Grammar</b>
<b>3</b>	Addresses all aspects of the prompt. Ideas are presented and supported by examples.	The message can be followed without an effort. All required elements present. Clear paragraphs. Each paragraph has one central topic, which is developed. Linking devices used within and between paragraphs.	Appropriate, wide vocabulary. Error-free word-formation. Formal register. Correct spelling.	A wide range of grammatical structures. Complex structures predominate. Punctuation well managed.
<b>2</b>	Addresses the prompt partially. Does not always support.	Organisation is evident but may not always be logical. Some required elements missing. No paragraphs, but logical. Problems with linking devices.	Good general control of vocabulary. Mostly correct usage. Inconsistent register. Word-formation problems. Some spelling mistakes.	Mostly error-free grammar. Simple sentences predominate. Some punctuation errors.
<b>1</b>	The content is barely related to the prompt. Mentions or copies the prompt without developing.	No apparent organisation. Random, illogical paragraphs. Relations between ideas unclear. Linking devices mostly not used.	Vocabulary quite limited. Frequent incorrect usage. Inappropriate register. Spelling mistakes make comprehension problematic.	Limited range of grammar with frequent errors. Frequent punctuation errors.
<b>0</b>	Ignores the task. Plagiarised work.	The writing does not communicate. Plagiarised work.	Misspelling prevents understanding. Plagiarised work.	No ratable language. Plagiarised work.