

## WRITING: a formal letter of invitation

	Good	Fair	Poor	Unacceptable
01. Organization	<b>The formal letter includes 4 paragraphs. Ideas are expressed in a clear and well-organized way.</b>	There are 3 paragraphs. Most points are included but not fully developed. Ideas are expressed in a quite clear manner, but the organization could be better.	There are 2 paragraphs. Most points are included but some of them are not developed. Ideas are organized in a way, but it is not very clear.	There is 1 paragraph. Writing contains few required points and some of them are not developed. The profile seems to be a collection of unrelated sentences.
	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>	<b>0.5-0 points</b>
02. Sentence structure and grammar	<b>Sentences and paragraphs are complete and well constructed. Writer uses the future us tenses of verbs correctly.</b>	Sentences and paragraphs are well constructed. Writer makes a few errors in using the future verbs, but they do not interfere with understanding.	Some sentences and/ or paragraphs are incomplete. Writer makes several errors in using the future verbs that interfere with understanding.	Most sentences and/ or paragraphs are incomplete. Writer makes numerous errors in grammar that interfere with understanding.
	<b>2 points</b>	<b>1.5 points</b>	<b>1 point</b>	<b>0.5-0 points</b>
03. Content	<b>The letter of invitation includes:</b> - <b>what your invitation is for and why. When it is:</b> <i>Dear ..., I hope you can come</i> - <b>some personal details about the event: time, place and what is going to happen</b> <i>The event starts at.... in .../at the ... and finishes at...</i> - <b>a closing sentence.</b> <i>I'm looking forward to .... Love, ...</i>	One of the sections below does not contain all the information: - what it is for and why. When it is - some personal details about the event: time, place and what is going to happen - a closing sentence.	Two of the sections below do not contain all the information: - what your invitation is for and why. When it is - some personal details about the event: time, place and what is going to happen - a closing sentence.	There is information missing in all the sections below: - what your invitation is for and why. When it is - some personal details about the event: time, place and what is going to happen - a closing sentence.
	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>	<b>0.5-0 points</b>
05. Vocabulary and spelling	<b>Writer makes no errors in spelling, capitalization and punctuation.</b>	Writer makes a few errors in spelling, capitalization and /or punctuation.	Writer makes several errors in spelling, capitalization and/ or punctuation.	Writer makes numerous errors in spelling, capitalization and/ or punctuation.
	<b>2 points</b>	<b>1.5 points</b>	<b>1 point</b>	<b>0.5-0 points</b>