WRITING: an e-postcard

	Good	Fair	Poor	Unacceptable
01. Organization	**Format is excellent. The e-postcard begins with *hi* or similar, has three paragraphs and finishes with *see you* or similar and the name of the author.**	Format is correct. Only one of the following parts is missing: salutation, three paragraphs, *see you* or similar and the name of the author.	Format is poor. Two of the following parts are missing: salutation, three paragraphs, *see you* or similar and the name of the author.	Format is unacceptable. Three or more of the following parts are missing: salutation, three paragraphs, *see you* or similar and the name of the author.
	2 points	**1.5 points**	**1 point**	**0.5-0 points**
02. Sentence structure and grammar	**All sentences are well constructed and have varied structure and length. The author makes no errors in grammar. The author uses present perfect and past simple correctly.**	Most sentences are well constructed and have varied structure and length. The author makes a few errors in grammar, but they do not interfere with understanding. The uses present perfect and past simple correctly.	Most sentences are well constructed, but they have a similar structure and/or length. The author makes several errors in grammar that interfere with understanding. The author makes some mistakes with present perfect and past simple.	Sentences are repetitive or difficult to understand. The author makes numerous errors in grammar that interfere with understanding. The author does not use present perfect and past simple correctly.
	3 points	**2 points**	**1 point**	**0.5-0 points**
03. Content	**Body includes three complete paragraphs. In the first paragraph the author says where he/she is and what kind of holiday it has been so far. In paragraph 2 the author describes the things he/she has done and one particular day in detail. In paragraph 3 the author describes something he/she hasn't done and why not.**	Body includes three paragraphs. The information is not well-distributed in the paragraphs. Some information are missing.	Body includes three paragraphs. The information does not follow a coherent order. Some information is missing.	Body doesn't include three paragraphs. The writer doesn't give news about him/herself. Lots of information is missing.
	3 points	**2 points**	**1 point**	**0.5-0 points**
05. Vocabulary and spelling	**The writer uses a variety of words and the choice and placement of the words seems accurate, natural and not forced. There aren't any spelling mistakes.**	The writer uses a variety of words, but occasionally the words are used inaccurately. There are a few (1 or 2) spelling mistakes, but they do not interfere with understanding.	The writer uses words that communicate clearly, but the writing lacks variety. There are several (3 or 4) spelling mistakes that interfere with understanding.	The writer uses a limited vocabulary that does not communicate strongly or capture the reader's interest. There are several (more than 4) spelling mistakes that interfere with understanding.
	2 point	**1.5 points**	**1 point**	**0.5-0 points**