

## WRITING: An application letter

	Good	Fair	Poor	Unacceptable
<b>01. Organization</b>	<p><b>Format is excellent. The letter includes the person and the address the letter is going to, the writer's address, the date and the writer's signature and name. The letter starts with <i>Dear...</i> and finishes with <i>Yours sincerely</i> or <i>Yours faithfully</i>. The author sounds polite. The language used is formal. There are no contractions.</b></p> <p style="text-align: center;"><b>2 points</b></p>	<p>Format is correct. Only 1 of the parts is missing or incorrectly formatted. The author sounds polite. The expressions used are mostly formal. There are no contractions.</p> <p style="text-align: center;"><b>1.5 points</b></p>	<p>Format is poor. 2 of the parts are missing or incorrectly formatted. The author doesn't sound very polite. The language used is mostly not formal. There are contractions.</p> <p style="text-align: center;"><b>1 point</b></p>	<p>Format is unacceptable. 3 or more of the parts are missing or incorrectly formatted. The author doesn't sound polite at all. The language used is not formal. There are contractions.</p> <p style="text-align: center;"><b>0.5-0 points</b></p>
<b>02. Sentence structure and grammar</b>	<p><b>All sentences are well constructed and have varied structure and length. The author makes no errors in grammar.</b></p> <p style="text-align: center;"><b>3 points</b></p>	<p>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.</p> <p style="text-align: center;"><b>2 points</b></p>	<p>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.</p> <p style="text-align: center;"><b>1 point</b></p>	<p>Sentences are repetitive or difficult to understand. The author makes numerous errors in grammar that interfere with understanding.</p> <p style="text-align: center;"><b>0.5-0 points</b></p>
<b>03. Content</b>	<p><b>Body has four complete paragraphs and a closing sentence like <i>I look forward to hearing from you soon</i>. Paragraph 1 says what the job is and how the writer found out about it. Paragraph 2 says why the writer is interested in the job. Paragraph 3 says why the writer is the right person for the job (experience, personal qualities). Paragraph 4 says that the writer is enclosing the CV and when he/she is available to start work.</b></p> <p style="text-align: center;"><b>3 points</b></p>	<p>Body has four paragraphs and a closing sentence. One or two of the contents are missing.</p> <p style="text-align: center;"><b>2 points</b></p>	<p>Body has four paragraphs. Three or four of the contents are missing.</p> <p style="text-align: center;"><b>1 point</b></p>	<p>Body doesn't have four paragraphs. More than four contents are missing.</p> <p style="text-align: center;"><b>0.5-0 points</b></p>
<b>04. Vocabulary and spelling</b>	<p><b>Rich and precise vocabulary. The author makes no errors in spelling.</b></p> <p style="text-align: center;"><b>2 points</b></p>	<p>The student uses the words learned in class in an accurate manner. There are a few (1 or 2) spelling mistakes, but they do not interfere with understanding.</p> <p style="text-align: center;"><b>1.5 points</b></p>	<p>The student is able to use vocabulary but making him/her repetitive. There are several (3 or 4) spelling mistakes that interfere with understanding.</p> <p style="text-align: center;"><b>1 point</b></p>	<p>Poor vocabulary. There are numerous (more than 4) spelling mistakes that interfere with understanding.</p> <p style="text-align: center;"><b>0.5-0 points</b></p>