

WRITING: A letter of application

	Good	Fair	Poor	Unacceptable
01. Organization	<p>Format is excellent. The letter starts with <i>Dear Sir or Madam</i> or <i>Dear Mr/Mrs</i> [name], it has 5 paragraphs and it ends with <i>Yours faithfully</i> or <i>Yours sincerely</i> and the writer's signature + name. The author sounds polite. The language used is formal. There are no contractions. There are no direct questions or exclamation marks.</p>	<p>Format is correct. Only one of the parts is incorrectly formatted. The author sounds polite. The expressions used are mostly formal. There are no contractions.</p>	<p>Format is poor. Two of the parts are incorrectly formatted. The author doesn't sound very polite. The language used is mostly not formal. There are contractions.</p>	<p>Format is unacceptable. Three or more of the parts are incorrectly formatted. The author doesn't sound polite at all. The language used is not formal. There are contractions.</p>
	2 points	1.5 points	1 point	0.5-0 points
02. Sentence structure and grammar	<p>All sentences are well constructed and have varied structure and length. The author makes no errors in grammar.</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>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>Sentences are repetitive or difficult to understand. The author makes numerous errors in grammar that interfere with understanding.</p>
	3 points	2 points	1 point	0.5-0 points
03. Content	<p>Body has five complete paragraphs:</p> <ul style="list-style-type: none"> - Paragraph A: reason for writing and where the writer saw the advertisement. - Paragraph B: age, education and level of English. - Paragraph C: reason for wanting to do the course. - Paragraph D: questions the writer has about the course. - Paragraph E: what the writer is sending with the letter and a request for a reply. 	<p>Body has five paragraphs. One or two of the contents are missing.</p>	<p>Body has five paragraphs. Three or four of the contents are missing.</p>	<p>Body doesn't have five paragraphs. More than four contents are missing.</p>
	3 points	2 points	1 point	0.5-0 points
04. Vocabulary and spelling	<p>Rich and precise vocabulary. The author makes no errors in spelling.</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>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>Poor vocabulary. There are numerous (more than 4) spelling mistakes that interfere with understanding.</p>
	2 points	1.5 points	1 point	0.5-0 points