

WRITING – An informal letter

	Good	Fair	Poor	Unacceptable
01. Organization and style	<p>Format is excellent. The letter begins with <i>dear</i> or similar, has four paragraphs, includes a phrase to bring the letter to a close and finishes with <i>best wishes</i> or similar and the name of the author. The author uses informal language: contractions, phrasal verbs and informal expressions like</p>	<p>Format is correct. Only one of the following parts is missing: salutation, four paragraphs, a phrase to bring the letter to a close, <i>best wishes</i> or similar and the name of the author. The author uses contractions and some phrasal verbs, but only one informal expression is used.</p>	<p>Format is poor. Two of the following parts are missing: salutation, four paragraphs, a phrase to bring the letter to a close, <i>best wishes</i> or similar and the name of the author. The author doesn't sound very informal. There is only one phrasal verb / informal expression.</p>	<p>Format is unacceptable. Three or more of the following parts are missing: salutation, four paragraphs, a phrase to bring the letter to a close, <i>best wishes</i> or similar and the name of the author. The style is inadequate because it is too formal. There aren't any contractions, phrasal verbs and informal expressions.</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 includes four complete paragraphs. In the first paragraph the author apologises for not writing sooner. In paragraph 2 the author gives news about him/herself. In paragraph 3 the author gives news about his/her friends and/or family. In the last paragraph the author asks questions about his/her friend.</p>	<p>Body includes four paragraphs. The first paragraph is correct. The information is not well-distributed in paragraphs 2 and 3. Some questions to ask for information are missing.</p>	<p>Body includes four paragraphs. The information does not follow a coherent order. One or two topics, and/or questions to ask information, are missing.</p>	<p>Body doesn't include four paragraphs. The writer doesn't give news about him/herself. Three of the four paragraphs are missing.</p>
	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.

2 points

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.

1.5 points

The writer uses words that communicate clearly, but the writing lacks variety. There are several (3 or 4) spelling mistakes that interfere with understanding.

1 point

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.

0.5-0 points