

## WRITING: A letter to an exchange student

|   | Good   | Fair  | Poor   | Unacceptable   |
|---|--|---|--|--|
| <b>01. Organization and style</b>         | <p><b>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 "it was great to hear from you".</b></p> <p style="text-align: center;"><b>2 points</b></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 style="text-align: center;"><b>1.5 points</b></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 style="text-align: center;"><b>1 point</b></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> <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>2 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 includes four complete paragraphs. The first paragraph has general personal details. Paragraphs 2 and 3 have a different topic each: school, family, hobbies and interests, description of a picture, etc. The last paragraph asks for information.</b></p> <p style="text-align: center;"><b>3 points</b></p>  | <p>Body includes four paragraphs. The first paragraph has general personal details. The topics are not well distributed in paragraphs 2 and 3. Some questions to ask for information are missing.</p> <p style="text-align: center;"><b>2 points</b></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 style="text-align: center;"><b>1 point</b></p>   | <p>Body doesn't include four paragraphs. The writer doesn't introduce him/herself. Three of the four paragraphs are missing.</p> <p style="text-align: center;"><b>0.5-0 points</b></p>  |
| <b>04. Vocabulary and spelling</b>        | <p><b>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.</b></p> <p style="text-align: center;"><b>2 points</b></p>  | <p>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.</p> <p style="text-align: center;"><b>1.5 points</b></p>   | <p>The writer uses words that communicate clearly, but the writing lacks variety. There are several (3 or 4) spelling mistakes that interfere with understanding.</p> <p style="text-align: center;"><b>1 point</b></p>  | <p>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.</p> <p style="text-align: center;"><b>0.5-0 points</b></p>   |