

Points	A. Content	B. Task achievement	C. Organisation	D. Grammar resource	E. Lexical resource
10	<ul style="list-style-type: none"> <li>▪ Full coverage of all points required</li> <li>▪ Total relevance to task</li> </ul>	<ul style="list-style-type: none"> <li>▪ Length requirement met</li> <li>▪ All conventions of email writing used</li> </ul>	<ul style="list-style-type: none"> <li>▪ Very clear organisation, each point tackled coherently</li> <li>▪ Some linking devices</li> <li>▪ Fully correct layout</li> </ul>	<ul style="list-style-type: none"> <li>▪ No grammar errors except when attempting more complex structures</li> <li>▪ No / very few spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Very varied vocabulary</li> </ul>
8	<ul style="list-style-type: none"> <li>▪ Adequate/sufficient coverage of all points required</li> <li>▪ Mostly relevant to task</li> </ul>	<ul style="list-style-type: none"> <li>▪ Length requirement below or over 20% (15 words)</li> <li>▪ Conventions of email writing generally used well</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clear organisation with most points linked logically</li> <li>▪ Mostly correct layout</li> </ul>	<ul style="list-style-type: none"> <li>▪ Few grammar errors</li> <li>▪ Few spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Varied vocabulary</li> </ul>
6	<ul style="list-style-type: none"> <li>▪ Coverage of some points required</li> <li>▪ Partially relevant to task</li> </ul>	<ul style="list-style-type: none"> <li>▪ Length requirement below or over 40% (30 words)</li> <li>▪ Conventions of email writing partly used</li> </ul>	<ul style="list-style-type: none"> <li>▪ Somewhat clear organisation</li> <li>▪ Generally correct layout</li> </ul>	<ul style="list-style-type: none"> <li>▪ Some grammar errors</li> <li>▪ Some spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Somewhat varied vocabulary</li> </ul>
4	<ul style="list-style-type: none"> <li>▪ Coverage of a few points required</li> <li>▪ Little relevance to task</li> </ul>	<ul style="list-style-type: none"> <li>▪ Length requirement below or over 50% (~40 words)</li> <li>▪ Conventions of email writing used incorrectly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unclear organisation</li> <li>▪ Mostly incorrect layout</li> </ul>	<ul style="list-style-type: none"> <li>▪ Many grammar errors</li> <li>▪ Many spelling errors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Basic vocabulary</li> </ul>
2	<ul style="list-style-type: none"> <li>▪ Coverage of few points required</li> <li>▪ Very little relevance to task</li> </ul>	<ul style="list-style-type: none"> <li>▪ Length greatly below or above requirements</li> <li>▪ Fully incorrect use of email writing conventions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Unclear organisation</li> <li>▪ Totally incorrect layout</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grammar errors sometimes hinder communication</li> <li>▪ Spelling errors sometimes hinder communication</li> </ul>	<ul style="list-style-type: none"> <li>▪ Basic vocabulary</li> <li>▪ Repetition of vocabulary</li> <li>▪ Vocabulary lifted from input</li> </ul>
0	<ul style="list-style-type: none"> <li>▪ No coverage of points required</li> <li>▪ No relevance to task / text learnt by heart</li> </ul>	<ul style="list-style-type: none"> <li>▪ Length requirement disregarded</li> <li>▪ Text is not an email</li> </ul>	<ul style="list-style-type: none"> <li>▪ Total lack of organisation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Grammar errors often hinder communication</li> <li>▪ Spelling errors often hinder</li> </ul>	<ul style="list-style-type: none"> <li>▪ Insufficient /inadequate vocabulary</li> </ul>

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Points range between 0 and 10 (including odd numbers)

5 criteria x 10 points = 50 points x2 = 100 points