

YEAR 9

WRITING (THE LETTER)

MARKING SCALE 2009

	ORGANIZATION (1)	VOCABULARY	GRAMMAR/SPELLING (2)	TASK ACHIEVEMENT(3)
3	Reads like a letter (both beginning and ending appropriate); well organised; paragraphs logical	Vocabulary appropriate to the task	Only a few minor grammar and spelling mistakes (slips)	All three aspects discussed
2	Beginning OR ending not appropriate OR paragraphs not logical	Vocabulary quite basic though conveys the meaning	Several grammar and spelling mistakes OR some systematic grammar and spelling mistakes	Two aspects discussed
1	Beginning AND ending not appropriate OR no paragraphs	Many words used inappropriately and inaccurately	Grammar and spelling problems in almost all sentences	Only one aspect discussed OR all three aspects only mentioned
0	Separate sentences, NOT a connected (cohesive and coherent) text	Vocabulary problems make communication impossible	Completely ungrammatical	Has misunderstood the task

Notes:

- (1) Appropriate beginning: salutation (*Dear...*) + an opening sentence (thanking for the letter, for example).
Appropriate ending: a closing sentence (*I'm looking forward to your letter*, for example) + *Yours, / Best wishes, / Love, ...*
- (2) Several mistakes: 5-10 mistakes.
Systematic mistakes: the same mistake occurs more than once.
- (3) The three aspects that need to be discussed are given in the task. *Discussion* means that the aspect is not only *mentioned* but some additional information about it is given, at least two sentences per aspect (sentence = simple sentence; 1 complex or compound sentence = 2 simple sentences).