

LETTER/EMAIL (120 - 180 words)

If the task is altogether not met, the candidate fails (0 points).

CONTENT	COMMUNICATIVE ACHIEVEMENT	ORGANISATION	GRAMMAR	VOCABULARY
all content is relevant	attention grabbed and maintained	opening formula + closing formula + names distinctly given	general level (B2+) range	general level (B2+) range
0 1 2 3 4 5	0 1 2 3 4 5	0 1 2	0 1 2 3 4	0 1 2 3 4 5 6 7
opening formula & name - present and appropriate	easy to follow	paragraphs are graphically clearly defined	general level (B2+) accuracy	general level (B2+) accuracy
0 1 2	0 1 2 3 4 5	0 1 2	0 1 2 3 4	0 1 2 3 4 5 6 7
introduction - reason for writing explained	appropriate register, politeness	paragraphs keep internal structure (1P=1idea)	obligatory grammar #1 - present, underlined and correctly used	genre specific phrases (e.g. <i>I am writing to inform you, Please find enclosed, I look forward to hearing from you, Do not hesitate to contact me</i>) - range
0 1 2 3	0 1 2 3 4 5	0 1 2 3 4	0 2* 4	
body - information required by the task is conveyed	complex ideas developed through appropriate language	paragraph harmony	obligatory grammar #2 - present, underlined and correctly used	genre specific phrases - accuracy
0 1 2 3 4 5		0 1 2	0 2* 4	
conclusion - summary, suggestions		variety of discourse markers (B2+ prevail)	obligatory grammar #3 - present, underlined and correctly used	
0 1 2 3		0 1 2 3 4 5	0 2* 4	
closing formula & name - present and appropriate		the text has a clear logical structure	* 2 points are awarded in case of a minor (e.g. spelling) mistake in an otherwise correct feature	
0 1 2		0 1 2 3 4 5		
total:points/20	total:points/20	total:points/20	total:points/20	total:points/20

If the text is shorter than 120 words, 25 points are deducted for every 1 - 30 missing words.

If the text is longer than 210 words, 25 points are deducted for every 1 - 30 extra words.

total / 100

OPINION ESSAY (300 - 350 words)

If the task is altogether not met, the candidate fails (0 points).

CONTENT	COMMUNICATIVE ACHIEVEMENT	ORGANISATION	GRAMMAR	VOCABULARY
all content is relevant (counterarguments are permitted) 0 1 2 3 4	attention grabbed and maintained 0 1 2 3 4 5	paragraphs are graphically clearly defined 0 1 2 3	general level (B2+) range 0 1 2 3 4 5	general level (B2+) range 0 1 2 3 4 5
task is reworded and author's opinion given 0 1 2	easy to follow 0 1 2 3 4 5	paragraphs keep internal structure (1P=1 idea) 0 1 2 3 4	general level (B2+) accuracy 0 1 2 3 4 5	general level (B2+) accuracy 0 1 2 3 4 5
first argument is given, explained and exemplified 0 1 2 3 4 5	neutral / formal register, mostly depersonalized language 0 1 2 3 4 5	paragraph harmony 0 1 2 3	genre specific grammar, e.g. passives, reporting verbs, adv. clauses of reason, purpose etc., - range 0 1 2 3 4 5	genre specific vocabulary, e.g. explanatory, persuasive language, exemplifying, reasoning, etc - range 0 1 2 3 4 5
second (etc.) argument is given, explained and exemplified 0 1 2 3 4 5	complex ideas developed through appropriate language 0 1 2 3 4 5	the text has a clear logical structure 0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5
arguments are summarized and a conclusion is drawn 0 1 2 3 4		linkers of listing, structuring, comparison, etc. are used 0 1 2 3 4 5	genre specific - accuracy 0 1 2 3 4 5	genre specific - accuracy 0 1 2 3 4 5
total:points/20	total:points/20	total:points/20	total:points/20	total:points/20

If the text is shorter than 300 words, 25 points are deducted for every 1 - 50 missing words.

If the text is longer than 400 words, 25 points are deducted for every 1 - 50 extra words.

total / 100 points

FOR AND AGAINST ESSAY (300 - 350 words)

If the task is altogether not met, the candidate fails (0 points).

CONTENT	COMMUNICATIVE ACHIEVEMENT	ORGANISATION	GRAMMAR	VOCABULARY
all content is relevant 0 1 2 3 4	attention grabbed and maintained 0 1 2 3 4 5	paragraphs are graphically clearly defined 0 1 2 3	general level (B2+) range 0 1 2 3 4 5	general level (B2+) range 0 1 2 3 4 5
task is reworded 0 1 2	easy to follow 0 1 2 3 4 5	paragraphs keep internal structure (1P=1 idea) 0 1 2 3 4	general level (B2+) accuracy 0 1 2 3 4 5	general level (B2+) accuracy 0 1 2 3 4 5
arguments for are given, explained and exemplified 0 1 2 3 4 5	neutral / formal register, depersonalized language 0 1 2 3 4 5	paragraph harmony 0 1 2 3	genre specific grammar, e.g. passives, reporting verbs, adv. clauses of reason, purpose etc., - range	genre specific vocabulary, e.g. explanatory, contrastive language, exemplifying, descriptive adj., etc - range
arguments against are given, explained and exemplified 0 1 2 3 4 5	complex ideas developed through appropriate language 0 1 2 3 4 5	the text has a clear logical structure 0 1 2 3 4 5		
arguments are summarized and a conclusion is drawn 0 1 2 3 4		linkers of contrast, listing, structuring etc. are used 0 1 2 3 4 5	genre specific - accuracy 0 1 2 3 4 5	genre specific - accuracy 0 1 2 3 4 5
total:points/20	total:points/20	total:points/20	total:points/20	total:points/20

If the text is shorter than 300 words, 25 points are deducted for every 1 - 50 missing words.

If the text is longer than 400 words, 25 points are deducted for every 1 - 50 extra words.

total / 100 points

STORY: ASSESSMENT CHART (300 - 350 words)

If the task is altogether not met, the candidate fails (0 points).

CONTENT					COMMUNICATIVE ACHIEVEMENT					ORGANISATION			GRAMMAR					VOCABULARY										
title is appropriate and grabby					attention grabbed and maintained					title distinctly given			general level (B2+) range					general level (B2+) range										
										0	1	2	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3
0	1	2	3	4	0	1	2	3	4	5	paragraphs are graphically clearly defined			general level (B2+) accuracy					general level (B2+) accuracy									
story opening/hook present					easy to follow					0	1	2	0	1	2	3	4	5	0	1	2	3	4	5				
0	1	2	3	4	0	1	2	3	4	5	paragraphs keep internal structure (1P=1idea)			genre specific grammar, e.g.: narrative tenses (past S+C, past direct speech indirect speech backshift temporal clauses					genre specific vocabulary, e.g.: emphasis immersive language descriptive adjectives extreme adjectives feelings									
exposition					sequencing events (clear chronology/flashbacks)					0	1	2	3											4				
0	1	2	3	4	0	1	2	3	4	5	paragraph harmony			genre specific - range					genre specific - range									
climax					complex ideas developed through appropriate language					0	1	2																
0	1	2	3	4						variety of discourse markers (B2+ prevail)			genre specific - range					genre specific - range										
resolution										0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	
0	1	2	3	4						time sequencers are used			genre specific – accuracy					genre specific – accuracy										
0	1	2	3	4	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
total: points / 20					total: points / 20					total: points / 20			total: points / 20					total: points / 20										
total: / 100																												

If the text is shorter than 300 words, 25 points are deducted for every 1 - 50 missing words.

If the text is longer than 400 words, 25 points are deducted for every 1 - 50 extra words.

ARTICLE: ASSESSMENT CHART (300 - 350 words)

If the task is altogether not met, the candidate fails (0 points).

CONTENT					COMMUNICATIVE ACHIEVEMENT					ORGANISATION					GRAMMAR					VOCABULARY							
title is appropriate and grabby					attention grabbed and maintained					title distinctly given					general level (B2+) range					general level (B2+) range							
										0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
0	1	2	3	4	0	1	2	3	4	5	paragraphs are graphically clearly defined					general level (B2+) accuracy					general level (B2+) accuracy						
opening/hook present					easy to follow, engaging					0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
0	1	2	3	4	0	1	2	3	4	5	paragraphs keep internal structure (1P=1idea)					genre specific grammar, e.g.: grammar for emphasis (fronting, inversion, cleft sentence etc.), rhetorical questions, wish-clauses, etc.					genre specific vocabulary, e.g.: emphasis engaging language descriptive adjectives extreme adjectives similes, metaphors						
all content is relevant					formal/semiformal register depending on audience					0	1	2	3	4													
0	1	2	3	4	0	1	2	3	4	5	paragraph harmony					genre specific - range					genre specific - range						
message is clearly communicated					complex ideas developed through appropriate language					0	1	2	3	4	5												
0	1	2	3	4						conclusion					variety of discourse markers (B2+ prevail)					genre specific - range					genre specific - range		
conclusion					the text has a clear logical structure										0	1	2	3	4	5	0	1	2	3	4	5	0
0	1	2	3	4						0	1	2	3	4	5	genre specific – accuracy					genre specific – accuracy						
total: points / 20					total: points / 20					total: points / 20					total: points / 20					total: points / 20							
total: / 100																											

If the text is shorter than 300 words, 25 points are deducted for every 1 - 50 missing words.

If the text is longer than 400 words, 25 points are deducted for every 1 - 50 extra words.

REVIEW: ASSESSMENT CHART (300 - 350 words)

If the task is altogether not met, the candidate fails (0 points).

CONTENT					COMMUNICATIVE ACHIEVEMENT					ORGANISATION					GRAMMAR					VOCABULARY								
title is appropriate and grabby					attention grabbed and maintained					title distinctly given					general level (B2+) range					general level (B2+) range								
0	1	2								0	1	2				0	1	2	3	4	5	0	1	2	3	4	5	
General info (title, author, setting, etc.) given					0	1	2	3	4	5	paragraphs are graphically clearly defined					general level (B2+) accuracy					general level (B2+) accuracy							
					easy to follow, engaging					0	1	2				0	1	2	3	4	5	0	1	2	3	4	5	
0	1	2	3	4	formal/semiformal register depending on audience					paragraphs keep internal structure (1P=1idea)					genre specific grammar, e.g.: grammar for emphasis (fronting, inversion, cleft sentence etc.), expressing opinion (modal verbs, passive voice), present vs. past tenses, etc.					genre specific vocabulary, e.g.: emphasis engaging language descriptive adjectives extreme adjectives expressing opinion								
objective part (plot, characters, etc.)										0	1	2	3	4														
0	1	2	3	4	5	paragraph harmony																						
subjective part (opinion)					complex ideas developed through appropriate language					0	1	2				genre specific - range					genre specific - range							
0	1	2	3	4						5	variety of discourse markers (B2+ prevail)																	
conclusion, recommendation					the text has a clear logical structure					0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	
0	1	2	3	4											0	1	2	3	4	5	genre specific – accuracy					genre specific – accuracy		
					0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5	0	1	2	3	4	5
total: points / 20					total: points / 20					total: points / 20					total: points / 20					total: points / 20								
total: / 100																												

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