

Grading

COURSE or ASSIGNMENT GRADE 0-5

Grading

Scale	Points/100	Points/20
5	93 – 100	20
4	85 – 92	18
3	76 – 84	16
2	69 – 75	14
1	61 – 68	12

Absences

80% attendance required (for each additional absence of 90 min, 5 points will be deducted)

Division of points (total 100):

Preparatory assignments (40%)

Final paper (20%)

Final oral presentation (20%)

Online modules 1-4 (20%)

Other compulsory elements:

Presentation rehearsal session

More than 80% attendance

Preparatory assignments (40 point)

As the preparatory assignments form the steps in the process of creating the final text and the presentation, it is important to keep to schedule. The purpose of these assignments is to practice and learn, so you will gain full points by completing each one acceptably, according to instructions.

However, points will be deducted due to deficient submission; e.g. missing elements, obviously poor English (clearly below B2), or late submission. In some cases (A2, A3) rewriting may be required before accepting the task, for example, if the first version has been clearly off target.

Completion of Online Module 1-4 (20 points)

FINAL REPORT: A RECOMMENDATION - Max 20 points

Grading criteria (see more detailed grading rubric in MyCourses):

- **Task response:** The task fulfills the requirements set in the instructions (content, pattern of organisation, format, length...)
- **Cohesion and coherence** of the text as a whole and within/between paragraphs and sentences (Overall logical progression, topical focus, given-new, topical in subject position, using connectors and transition/signal words...)
- **Style:** The text maintains clear, formal style throughout (vocabulary choices and formal grammar, clarity of sentence structures e.g. avoiding top-heavy sentence/end-verbs...)
- **Lexico-grammatical structures:** accuracy and correctness of language (grammatical structures, word choice and vocabulary range, punctuation, spelling)

PRESENTATION - Max 20 points

Grading criteria (see more detailed grading rubric in MyCourses):

- **Organisation and content.** Relevance, clarity and effectiveness of the introduction, body and conclusion.
- **Metalanguage.** Language for guiding the audience through the internal logic of the talk: connecting ideas and transitioning between elements.
- **Slides.** Design and use of visuals to support the message and the organisation.
- **Delivery:** e.g. fluency, pronunciation, audience contact, synchronising speech and visual support.