FINAL RECOMMENDATION REPORT ASSESSMENT RUBRIC

Name: **/35 pts / %**

	Weak (1)	2	Good (3)	4	Excellent (5)	TOTAL PTS
TASK RESPONSE	**Task partially fulfils the requirements:**		**Task mainly fulfils the set requirements:**		**Task fulfils the set requirements and situation:**	10 pts max.
Topic, purpose & contents	Topic and purpose are not always clear for the reader, i.e. situation-problem-solution-evaluation (P-S-E) missing or poorly presented in the introduction. It is not always clear how the body paragraphs support the aim. The conclusion is missing or only partially fulfils the requirements. Contents are limited or only partially fulfil the task requirements.		Topic and purpose are clear. S-P-S-E pattern is evident in the introduction. The body paragraphs support the aim of the report sufficiently well. The conclusion (re)states the recommendation and summarizes the main arguments. Contents fulfil the task requirements sufficiently well.		Topic and purpose are very clear, with clear and smooth presentation of S-P-S-E in the introduction. The body paragraphs fully support the aim of the report. The conclusion (re)states and effectively justifies the recommendation linking it back to the original problem or need. Contents completely fulfil the task requirements 5 pts	
COHESION & COHERENCE	**The text attempts to achieve focus and logical progression, but weakly**		**The text has a sufficient focus with logical progression**		**The text has a clear focus, it flows naturally and progresses logically**	10 pts max.
Overall organization & coherence	Ideas and arguments are not well organised or tend to be disconnected. Paragraphs are used, but they may not stay on topic, or they may be too short or long.		Ideas and arguments are logically organised, but there may be some incoherence, jumpiness or breaks in the flow. Paragraphs are used logically and stay on topic.		Ideas and arguments are logically organized and coherent for the reader throughout. Paragraphs are used accurately to promote communication and stay on topic.	
Sentence cohesion	Sentences may be poorly connected. Cohesive devices are missing, and/or they are mechanically or repetitively used.		Sentences are sufficiently connected. Cohesive devices are used, but they may be occasionally mechanical or repetitive.		Sentences connect naturally and logically. Cohesion is achieved in such a way that it attracts no attention.	
LEXICO-GRAMMATICAL STRUCTURES AND STYLE	**Poor/ satisfactory**		**Good**		**Excellent**	15 pts max.
Vocabulary range	Vocabulary range is quite limited, and word choice is sometimes unclear. Weak or generic verbs are used frequently (e.g. be, have, get, do, make, put).		Vocabulary range is generally good, and word choice is generally accurate and appropriate. Active and specific verbs are mainly used with only occasional weak or generic verbs.		Vocabulary range is broad, and word choices are accurate and appropriate. A variety of active verbs are used successfully throughout the text.	

Grammatical accuracy	Communicates with reasonable accuracy in familiar contexts; generally good control though with noticeable mother tongue influence. Errors occur, but it is clear what s/she is trying to express. The text contains frequent spelling, punctuation and capitalization errors.		Good lexico-grammatical control; occasional "slips" or non-systematic errors and minor flaws in sentence structure or word form may still occur, but they are rare. The text contains some spelling, punctuation and capitalization errors.		Consistently maintains a high degree of lexico-grammatical accuracy; errors are rare and difficult to spot. The text contains no or very few spelling, punctuation and capitalization errors.	
Style and tone	Style and tone are often inappropriate, e.g. too informal for the purpose and target audience. References are missing and/or inaccurately used.		Style and tone are appropriate, but there may be some inconsistencies or errors. References are used and they are mostly accurate.		Style and tone are consistently appropriate for the purpose and target audience. References are accurately used.	