

	Poor	Weak	Satisfactory	Very Good	Excellent
<p><b>TASK RESPONSE</b></p> <p><b>Topic and purpose</b> are clear to the reader  <b>Required pattern(s)</b> of organisation clearly identifiable  <b>Content</b> is suitable and relevant to given purpose and audience.  <b>Format</b> as defined in task instructions (bibliography, headings, paragraphing)  <b>Length</b> is within limits specified in instructions</p>	<p>The writer attempts to fulfil the task requirements but there are obvious problems with clarity of topic and purpose, and/or organisation and format. Some missing or irrelevant content.</p>	<p>Topic and purpose are not always clear for the reader. Content, organisation and format only partially fulfil the task requirements.</p>	<p>Topic, content, organisation, and format are mainly on target, but there are occasional problems in some of the required elements.</p>	<p>Topic, content, organisation, and format are on target, with only few weaknesses in one or two of the elements.</p>	<p>Topic, purpose, and content are clear to the reader throughout. Format and organisation are fully on target.</p>
<p><b>COHERENCE&amp;COHESION</b></p> <p><b>Topical focus</b> within and between paragraphs</p> <ul style="list-style-type: none"> <li>- <b>Topic sentences</b></li> <li>- <b>Given-new</b></li> <li>- <b>Topical into subject</b></li> <li>- A variety of <b>connectors</b> and <b>signposts</b> used sufficiently and logically</li> </ul>	<p>Ideas and arguments are not well organized or tend to be disconnected. Obvious redundancy or breaks in the flow of ideas.</p>	<p>The text attempts to achieve focus and logical progression but ideas are sometimes disconnected and paragraphs do not stay consistently on topic.</p>	<p>The text has sufficient focus and progresses logically. There may be minor incoherence or occasional jumpiness between sentences and/or within a paragraph.</p>	<p>The text has a clear focus. Ideas and arguments are logically organised and cohesive devices are used rather effectively.</p>	<p>The text has a clear focus. It flows naturally and progresses logically. Paragraphs stay on topic and sentences connect in a way that promotes communication.</p>
<p><b>STYLE</b></p> <p><b>Word choice</b>  <b>Grammar</b> structures  <b>Action in verbs</b> (active voice, avoids weak verbs and nominalisations)  <b>Sentence style</b> (variation and complexity, avoids end-verbs)</p>	<p>Style and tone are often inappropriate for the purpose and target audience. The text contains far too many informal choices.</p>	<p>The level of formality is inconsistent or generally not quite appropriate for the purpose and target audience. The text contains many informal choices.</p>	<p>The level of formality is mainly appropriate for the purpose and target audience, but there are some inconsistencies.</p>	<p>The required level of formality is maintained with very few inconsistencies.</p>	<p>The required level of formality is maintained throughout the text. Sentences are well-balanced, promote readability and vary in length and complexity.</p>
<p><b>LEXICO-GRAMM. ACCURACY</b></p> <p><b>Grammatical structures</b>  <b>Vocabulary range and accuracy</b>  <b>Punctuation and spelling</b></p>	<p>Mother tongue influence is noticeable and/or problems often make sentences unclear and difficult to read.</p>	<p>Errors occur quite frequently but it is reasonably clear what the writer is trying to express.</p>	<p>Overall good, but occasional slips or flaws in sentence structure or word forms do occur.</p>	<p>Overall good, only few non-systematic errors or occasional slips may occur.</p>	<p>Consistently maintains a high degree of lexicogrammatical accuracy. Errors are rare or difficult to spot.</p>