

	1	2	3	4	5
TASK RESPONSE Clarity and appropriateness of... - Content - Topic & purpose - message - Organisation patterns - Format (e.g. length, paragraphing, citations, bibliography, headings...)	The required elements are clearly incomplete or off target; eg. some key content missing/irrelevant /redundant. Message may remain unclear or implied.	The required elements only partially on target. Problems obvious in several key components, weakening the clarity of the message.	The key elements are mainly on target, sufficiently clear and developed. Some clear weaknesses also in the key components. Message comes through.	Topic, purpose and message are clear. The required elements are present and well developed overall, with only minor weaknesses in one or two components.	Topic and purpose are clear throughout. All the required elements are clear, fully and appropriately developed. Compelling, well justified message
	Attempts to meet the requirements. Obvious problems in several elements.	Partially on target. Weaknesses are quite frequent and obvious	Mainly on target. Some occasional but clear weaknesses.	Well on target. Few weaknesses, minor and non-systematic.	Fully on target. Weaknesses are rare, difficult to spot.
	6	7	8	9	10
COHERENCE & COHESION Overall focus and flow of ideas. Topical focus and progression within and paragraphs (e.g. topic sentences, given-new, topical into subject) Sentence cohesion (e.g. connectors, superordinates, pronouns)	Logical progression hard to follow as ideas and arguments tend to be disconnected. Some obvious loss of focus, redundancy or disturbing breaks in the flow of ideas.	Attempts to achieve focus and logical progression, but there is some clear loss of focus or flow. Paragraphs lack topical focus and/or sentences do not connect well.	The text progresses and stays on focus quite well, although there is some lack of overall flow, and/or clear jumpiness between /within paragraphs and/or sentences.	The text has clear focus and progresses logically. Topical focus and progression in paragraphs is generally clear and sentences flow well overall.	The text has clear focus, flows naturally and progresses logically. Topical focus in paragraphs is maintained successfully throughout. Sentences connect in a way that promotes communication.
STYLE: clarity, tone and register Word choice and grammar (level of formality, appropriateness, clarity) Verbs (active voice, avoids weak verbs, action in verb phrases) Sentences (variation, complexity, balance)	Tone/register mainly inappropriate for the target audience and purpose. Sentence style often weakens flow, readability and clarity of message.	Tone/register inconsistent or often inappropriate for the target audience and purpose. Overall style tends to be unclear and/or sentences mainly short and simple.	Tone/register mainly appropriate for the purpose and target audience, but there is clear inconsistency. Overall style sufficiently clear although sentences may lack complexity/variation.	Appropriate tone and register maintained well, although some minor inconsistencies do occur. Overall style is clear, and sentences vary in length and complexity.	Suitable tone and register are maintained successfully throughout. Clear and readable overall style. Sentences are balanced, promote readability and vary in length & complexity.
LEXICO-GRAMM. STRUCTURES Grammatical structures (range, accuracy) Vocabulary (range, accuracy) Punctuation and spelling	Limited range of structures/vocabulary /noticeable influence mother tongue. Frequent errors often make the text difficult to read /occasionally hinder communication. Confusing punctuation.	Limited range of vocabulary and structures. Although errors in words and structures occur frequently, it is reasonably clear what the writer is trying to express. Unclear punctuation.	Sufficient range of structures and vocabulary and a good command of the language overall. Some clear flaws in accuracy of word forms and structures do occur. Some problems with clarity of punctuation.	A good range of vocabulary and a variety of structures used quite confidently. Good command of the language: only occasional slips/non-systematic errors in accuracy of structures. No major problems with punctuation	A wide range of structures and vocabulary used appropriately and naturally, consistently maintaining a high degree of accuracy. Errors rare or difficult to spot. Clear, logical punctuation supports communication.