

Scoring the writing test

Each task is scored separately by two examiners. For each task you receive 25 marks.

Task Achievement (10 marks) - how good is the content of your writing? Would your writing achieve its purpose in real life? (e.g. would the hotel be booked, would the complaint be understood?) Have you followed all the instructions and included all the relevant information?

Coherence and Cohesion (5 marks) - Coherence: Does your writing make sense? You lose marks for writing nonsense! Cohesion: Have you written logically? Are there paragraphs, linking words: e.g. however, first, second, in addition. Your writing should be logical and structured.

Range and Accuracy (5 marks) - are you using grammar, vocabulary and other language appropriate for the level? And to what extent are you getting it right?

Appropriacy (5 marks) - is the text suitable for a particular situation; e.g. formality: I'm therefore returning the purchased goods. Or So I'm sending what I bought back.

	Task Achievement
10	Task achieved at a very high level Intention: Entirely clear Instructions: Completely followed Effect: A very positive effect on the target reader Outcome: Sure to achieve a successful outcome Content: All relevant details included Some original ideas or presentation
9	Task well achieved Intention: Generally clear Instructions: All important ones followed Effect: A positive effect on the target reader Outcome: Sure to achieve a successful outcome Content: Most relevant details included Some original ideas or presentation
8	Task well achieved Intention: Generally clear Instructions: All important ones followed Effect: A positive effect on the target reader Outcome: Sure to achieve a successful outcome Content: Most relevant details included Some original ideas or presentation
7	Task well achieved Intention: Generally clear Instructions: All important ones followed Effect: A positive effect on the target reader Outcome: Sure to achieve a successful outcome Content: Most relevant details included Some original ideas or presentation
6	Task achieved, some gaps Intention: Clear in most areas Instructions: All important ones followed Effect: A generally positive effect on the reader Outcome: Likely to achieve a successful outcome Content: Many relevant details included
5	Task not achieved, many gaps Intention: Unclear in some areas Instructions: Some key instructions not followed Effect: The reader may be confused Outcome: Unlikely to achieve a successful outcome Content: Some important details left out Some irrelevant information
4	Task not achieved, many gaps Intention: Unclear in some areas Instructions: Some key instructions not followed Effect: The reader may be confused Outcome: Unlikely to achieve a successful outcome Content: Some important details left out Some irrelevant information
3	Task not achieved, many gaps Intention: Unclear in some areas Instructions: Some key instructions not followed Effect: The reader may be confused Outcome: Unlikely to achieve a successful outcome Content: Some important details left out Some irrelevant information
2	Task entirely unachieved Intention: Very unclear Instructions: Most / all not followed Effect: Very negative Outcome: Will not achieve a successful outcome Content: Omission, irrelevance
1	Task entirely unachieved Intention: Very unclear Instructions: Most / all not followed Effect: Very negative Outcome: Will not achieve a successful outcome Content: Omission, irrelevance
0	Task unattempted / partially attempted Not enough language to make an assessment

	Coherence and Cohesion	Range and Accuracy	Appropriacy
5	Structure: Clear Purpose: Clear Information: Well organised Devices: Cohesive Reference: Used to link naturally Skilled use	Range: Wide Errors: Very few	Style: Appropriate to genre Register: Range of registers
4	Structure: Adequate Purpose: Mostly clear. Information: Some confusion Devices: Cohesive Reference: Adequate Limited use	Range: Adequate Errors: Some but do not significantly impede meaning	Style: Usually appropriate to genre Register: Limited exponents but awareness of register is shown
3	Structure: Muddled Purpose: Unclear. Information: Very confused Devices: Cohesive Reference: Minimal Simple / none	Range: Narrow Errors: Many	Style: Inappropriate to genre Register: Minimal
2	Structure: Muddled Purpose: Unclear. Information: Very confused Devices: Cohesive Reference: Minimal Simple / none	Range: Narrow Errors: Many	Style: Inappropriate to genre Register: Minimal
1	Structure: Muddled Purpose: Unclear. Information: Very confused Devices: Cohesive Reference: Minimal Simple / none	Range: Narrow Errors: Many	Style: Inappropriate to genre Register: Minimal
0	Not enough language to make an assessment.	Not enough language to make an assessment	Not enough language to make an assessment.

Sample Answers

Task One:

122 words

Dear Sir / Madam,

I have your advertisement for three flats in the Grenberg area.

My client, Jana Wolski, is interested in renting the 100 square metre attic in the centre of the town to accommodate both herself and her university sculpture work.

I can see the rent is EUR 950 per month, but I would also like to know if a deposit is payable and if so how much. I assume the flat is currently vacant and that the tenant can move in immediately.

Jana would also like to inspect the flat. I wonder if that could be arranged for next Thursday at 10.30. I would be grateful if you could send me the exact address.

Jill Pipes

Accommodation Office

Grenberg University

Task Two:

Review (161 words)

Beyond the Graves by Rudolph Duvall was the first adult play which I saw at the age of twelve. It is also one of the best plays ever written, so I was eager to see Brian Smith's rendition which had its first performance in the Grenberg State Theatre last Friday.

The play features a nineteenth century family torn apart by the competing claims of modernity and tradition. Gertrude, the only daughter of the rich farming family, wants not to marry, to live in the town and to study art. The relations between Gertrude, her parents, brothers and friends are intricate and delicate.

I was horrified, therefore, to see Smith portray these touching and difficult matters in the form of a comedy. Even in its own terms the comedy failed as Sarah Jenner, Playing Gertrude, is no comedy actress. In the end the play fell flat; and one could feel the wave of confusion and disappointment in the auditorium.

A disappointment indeed!

A Story (170 words)

Every drawer open, vases and pots smashed and clothes all over the floor. The sight punched Tom in the face as he entered his flat. He had been burgled.

A sudden horror gripped him as he realised what the thief might have taken. He ran across the room to check...

... He had always dreamed of moving out of the pokey flat he bought with his meagre earning from his first job in the company. Everything was wrong with it. It was small, a mere thirty square metres. Only the bed sitting room had a window, but that just looked out onto a dirty yard. And then there were the people downstairs, cooking garlic and partying half the night.

So when Tom had saved up enough for the new flat in the West of the town, he allowed himself to celebrate. The seller, a Mr Drezin, was a strange old man. Yes, he would go ahead with transaction – he was moving in with his daughter. But he had demanded a ten percent deposit in cash.

Only yesterday, Tom had gone into the bank to withdraw the money. Never had he had so much cash in his hands. And back in his flat he had carefully hidden in an envelope pasted to the back of a drawer.

And now it was gone.

An essay (147 words)

“People in all countries are fundamentally the same.”

The core physiological and mental make up of all human beings are the same, but the values and behaviour of people are moulded by different cultural histories.

Many of the structures that determine human life and behaviour are not within the power of human beings to change. Our physical capacities (e.g. we can walk but not fly), our need to live in communities, and our capacity for language are fixed. Even areas like differences between men and woman and the themes in literature have a fixed pattern across societies over time.

Yet, society and technology do mould people. The way people live and think today in the twenty-first century is different from that of the nineteenth. The role and relationship between men and women have changed, the structure of families has changed.

In conclusion, similarities there are, but also differences between countries, within countries and over time.