

MARKING SCALE FOR REPORTS

	Accuracy	Range & appropriacy of vocabulary	Organisation of information	Content	Tone, style and register
5	consistently very high	*extensive range of vocabulary and structure *controlled and natural use of language	*very good with themes & points well ordered & clearly linked *use of clear paragraphing *good use of cohesive devices	all the necessary information is well presented	consistently appropriate tone, style and register
4	*high *few errors only when more complex language is attempted	good range of vocabulary and structure	*good with themes & points clearly linked and organised *good use of paragraphing * use of cohesive devices	most necessary information is included (90%)	mostly appropriate tone, style and register *incorrect date *no name where required *few less informal phrasal verbs
3	*sufficient accuracy *occasional errors *sound grasp of tense system	*sufficient range of vocabulary and structure *able to express oneself without distortion	*sufficient organisation with themes & points linked & related *some use of paragraphing *attempts at using cohesive devices *no body paragraphs shorter than 3 sentences	*most relevant information is included (80%) * some irrelevant or incorrect content is added	not consistent tone, style and register *some personal pronouns OR several/more informal phrasal verbs OR colloquial vocabulary
2	*some but not consistent *heavy occurrence of mistakes *basic grasp of tense system	range of vocabulary and structure is not always adequate to express the ideas effectively	*attempts at organisation *use of bullets *incomplete sentences *themes and points not well related/linked *no introduction *new info in last § *fewer than 4 §-s	*some relevant information is not included (65%) *occasional distortion of facts *irrelevant or incorrect information is added	*occasionally inappropriate tone, style and register *use of contractions * frequent use of personal pronouns
1	*low, frequent basic errors *distorted communication. *unable to apply tense system appropriately	range of vocabulary and structure very limited	*practically no organisation *no recommendations	only 50% of the relevant information is included	mostly inappropriate tone, style and register
0	*no communication *incomprehensible *ignores the topic	not enough to evaluate *ignores the topic	no organisation OR not enough to evaluate OR has not grasped the aims *ignores the topic	has not grasped aims OR not enough to evaluate (task incomplete) *ignores the topic	totally in-appropriate tone, style or register OR not enough to evaluate *ignores the topic

11-13p /1

14-16p / 2

17-19p / 3

20-22p / 4

23-25p / 5