

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 & 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 of the relevant information is included (90%)	mostly appropriate tone, style & 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%) *besides all relevant information something irrelevant or incorrect is added	not consistent in tone, style & register *use of personal pronouns OR several or 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 added	*occasionally inappropriate tone or register *use of contractions
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 relevant information is included OR mostly based on background knowledge	mostly inappropriate tone
0	*no communication *incomprehensible	not enough to evaluate	no organisation OR not enough to evaluate OR has not grasped the aims	has not grasped aims OR not enough to evaluate (task incomplete)	totally inappropriate tone OR not enough to evaluate

11-13p /1

14-16p / 2

17-19p / 3

20-22p / 4

23-25p / 5