

# Writing Scoring Guide

## Write an Email



### SCORE

### GENERAL DESCRIPTION

5

**A fully successful response**

The response is effective, is clearly expressed, and shows consistent facility in the use of language.

A typical response displays the following:

- Elaboration that effectively supports the communicative purpose
- Effective syntactic variety and precise, idiomatic word choice
- Consistent use of appropriate social conventions (e.g., politeness, register, organization of information and formulation of actions such as requests, refusals, criticisms, etc.)
- Almost no lexical or grammatical errors other than those expected from a competent writer writing under timed conditions (e.g., common typos or common misspellings or substitutions like *there/their*)

4

**A generally successful response**

The response is mostly effective and easily understood. Language facility is adequate to the task.

A typical response displays the following:

- Adequate elaboration to support the communicative purpose
- Syntactic variety and appropriate word choice
- Mostly appropriate social conventions
- Few lexical or grammatical errors

3

**A partially successful response**

The response generally accomplishes the task. Limitations in language facility may prevent parts of the message from being fully clear and effective.

A typical response displays the following:

- Elaboration that partially supports the communicative purpose
- A moderate range of syntax and vocabulary
- Some noticeable errors in structure, word forms, use of idiomatic language and/or social conventions

2

**A mostly unsuccessful response**

The response reflects an attempt to address the task, but it is mostly ineffective. The message may be limited or difficult to interpret.

A typical response exhibits one or more of the following:

- Limited or irrelevant elaboration
- Some connected sentence-level language, with a limited range of syntax and vocabulary
- An accumulation of errors in sentence structure and/or language use

1

**An unsuccessful response**

The response reflects an ineffective attempt to address the task. The message may be limited to the point of being unintelligible.

A typical response exhibits one or more of the following:

- Very little elaboration, if any
- Telegraphic language (i.e., short and/or disconnected phrases and sentences) with a very limited range of vocabulary
- Serious and frequent errors in the use of language
- Minimal original language; any coherent language is mostly borrowed from the stimulus

0

**The response is blank, rejects the topic, is not in English, is entirely copied from the prompt, is entirely unconnected to the prompt or consists of arbitrary keystrokes.**

# Writing Scoring Guide

## Write for an Academic Discussion



SCORE	DESCRIPTION
5	<p><b>A fully successful response</b></p> <p>The response is a relevant and very clearly expressed contribution to the online discussion, and it demonstrates consistent facility in the use of language.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> <li>• Relevant and well-elaborated explanations, exemplifications and/or details</li> <li>• Effective use of a variety of syntactic structures and precise, idiomatic word choice</li> <li>• Almost no lexical or grammatical errors other than those expected from a competent writer writing under timed conditions (e.g., common typos or common misspellings or substitutions like <i>there/their</i>)</li> </ul>
4	<p><b>A generally successful response</b></p> <p>The response is a relevant contribution to the online discussion, and facility in the use of language allows the writer's ideas to be easily understood.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> <li>• Relevant and adequately elaborated explanations, exemplifications and/or details</li> <li>• A variety of syntactic structures and appropriate word choice</li> <li>• Few lexical or grammatical errors</li> </ul>
3	<p><b>A partially successful response</b></p> <p>The response is a mostly relevant and mostly understandable contribution to the online discussion, and there is some facility in the use of language.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> <li>• Elaboration in which part of an explanation, example or detail may be missing, unclear or irrelevant</li> <li>• Some variety in syntactic structures and a range of vocabulary</li> <li>• Some noticeable lexical and grammatical errors in sentence structure, word form or use of idiomatic language</li> </ul>
2	<p><b>A mostly unsuccessful response</b></p> <p>The response reflects an attempt to contribute to the online discussion, but limitations in the use of language may make ideas hard to follow.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> <li>• Ideas that may be poorly elaborated or only partially relevant</li> <li>• A limited range of syntactic structures and vocabulary</li> <li>• An accumulation of errors in sentence structure, word forms or use</li> </ul>
1	<p><b>An unsuccessful response</b></p> <p>The response reflects an ineffective attempt to contribute to the online discussion, and limitations in the use of language may prevent the expression of ideas.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> <li>• Words and phrases that indicate an attempt to address the task, but with few or no coherent ideas</li> <li>• Severely limited range of syntactic structures and vocabulary</li> <li>• Serious and frequent errors in the use of language</li> <li>• Minimal original language; any coherent language is mostly borrowed from the stimulus</li> </ul>
0	<p><b>The response is blank, rejects the topic, is not in English, is entirely copied from the prompt, is entirely unconnected to the prompt or consists of arbitrary keystrokes.</b></p>