**H:Evaluation Grid for Email Writing**

Name / class: . . . . . . . . . . . . . . . . . . . .

**LANGUAGE:**

**Use of Language/Vocabulary** **Focus:**

vocabulary mistakes, Germanisms, spelling, choice of words,

use of expressions, misinterpretation, style, etc.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Exceptional: Idiomatic, extensive, wide variety | | Good: Rich, less variety | | Satisfactory: basic, no variety, no richness | | Unsatisfactory: incorrect, lack of creativity and control | | Inadequate: incoherent, words misused, no creativity |
| mistakes | 0 - 1 | 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 | 10 | 11 | >12 |
| points | 10 - 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1-0 |

**Grammar** **Focus:**

**(10 points)** syntax, conjugation, proper tense, adverb/adjectives, pronouns, conjunctions, prepositions, articles, countable - uncountable nouns, singular/plural, etc.

**Note:** 1 repeated grammar or use of language/vocabulary mistake is counted only once.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Exceptional: wide variety, shows control of many forms | Good:  limited variety of more difficult forms | | Satisfactory:  shows control of simple forms | | Unsatisfactory:  simple forms often incorrect, little control of forms | | Inadequate: grammar misused, incoherent | |
| mistakes | 0 - 1 | 2 | 3 - 4 | 5 - 6 | 7 - 8 | 9 | 10 | 11 | >12 |
| points | 10 - 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1-0 |

**TASK ACHIEVEMENT**

**Content Usage of all notes**

|  |  |
| --- | --- |
| Three details about group?  Reason for writing? | What is included?  Tents possible ? |
| Type of information? | Reservation for two days? |
| Guided tours? |  |

**Conventions and style of email**

1. Opening: Dear Sir or Madam or Dear Sir/Madam with or without comma (1pt)
2. Formal expressions: eg. I am writing to you in connection to ... (2 pts)
3. Use of separate paragraphs (1 pt)
4. Formal ending: e.g. I am looking forward to receiving your information (1 pt)
5. Closing: Yours faithfully (with or without comma) (1 pt)
6. Signature (1 pt)

**COHERENCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Exceptional: clearly presented, logical development, great ability at linking ideas | Good: presented clearly, logical, limited ability in linking ideas | Satisfactory: ideas logically organized; ability to use common linking devices to form simple points. | Unsatisfactory: only basic, simple linking forms, such as *and, but* and *then* used. Organization inadequate. | Inadequate: organization hard to follow, few linking devices used, gaps result in confusion. |
| points | 5 | 4 | 3 | 2 | 1 |

* **Length: 140 - 180 words (incorrect length: 100-135 words = -5 points / less than 100 words = -10 points from total).**