

Name:

Marks:

Student ID:

Writing task 1	Level of achievement		
criteria	Outstanding (1)	Satisfactory (0.5)	Unsatisfactory (0)
Genre: structure	Purpose is clear, and document contains all structural elements in the appropriate order.	The purpose is delayed, or some minor elements are either missing or not in the appropriate order.	The purpose is unclear, or important elements are either missing or hard to distinguish.
Discourse semantics: coherence (topic sentences)	All topic sentences are clearly presented at the start of each paragraph and followed through.	Some paragraphs contain multiple topic sentences, or the topic sentence is unnecessarily delayed.	Topic sentences are generally absent, or not followed through in the paragraph.
cohesion (lexical ties)	All paragraphs are fully developed using appropriate lexical ties to link ideas.	Some lexical ties have been left implicit, relying on readers to infer the link between ideas.	Lexical ties are absent or sometimes wrongly used, rendering some ideas difficult to follow.
Cohesion (known-new arrangements)	Known-new arrangements are used effectively to link both sentences and paragraphs.	Known-new arrangements are significantly lacking either between sentences or paragraphs, causing the writing to seem disjointed.	Known-new arrangements are largely absent, rendering some ideas very difficult to follow.
Graphology: spelling & formatting	Document is formatted according to guidelines, and writing is free of spelling errors.	Formatting is inconsistent with guidelines, or writing contains minor but noticeable spelling errors.	Writing is riddled with spelling errors, making it difficult to read.

Further comments: