

# 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>

# Speaking Scoring Guide

## Listen and Repeat



### SCORE

### DESCRIPTION

5

**The response exactly repeats the prompt.**

A typical response exhibits the following:

- The response is fully intelligible and is an exact repetition of the prompt.

4

**The response captures the meaning expressed in the prompt, but it is not an exact repetition.**

A typical response exhibits the following:

- Minor changes in words or grammar are present that do not substantially change the meaning of the prompt.

For example:

- one or two function words may be missing or changed,
  - a content word may be missing (in longer stimuli) or replaced with a related word,
  - markers of tense/aspect/number may be missing or incorrect, or
  - two words may be transposed.
- One or two content words may be ambiguous because of imprecise pronunciation. The speaker may self-correct, but successfully completes the response.

3

**The response is essentially full, but it does not accurately capture the original meaning.**

A typical response exhibits the following:

- The response contains a majority of the content words or ideas in the prompt.
  - Multiple function words may be changed or missing; one or more content words may be missing or substantively changed.
- The response is a full sentence.
- In some cases, intelligibility issues cause occasional difficulty in understanding meaning. The speaker may struggle over a word or phrase or run words together, reducing intelligibility.

2

**The response is missing a significant part of the prompt and/or is highly inaccurate.**

A typical response exhibits the following:

- A large portion of the prompt is missing, and important original meaning is left out.
  - The speaker may repeat the first part of the sentence. Then the speaker may stop or fill with inaccurate content and/or include the last few words.
- The response is not a self-standing sentence; meaning is fragmentary.
- Intelligibility is low; the response would be difficult to understand for a listener unfamiliar with the prompt.

1

**The response captures very little of the prompt or is largely unintelligible.**

A typical response exhibits the following:

- A minimal response of a few words is made; most of the prompt is missing.
- The response is recognizable as an attempt to repeat the prompt, but it is mostly unintelligible.

0

**No response OR the response is entirely unintelligible OR there is no English in the response OR the content is entirely unconnected to the prompt (or consists only of phrases such as "I don't know").**

# Speaking Scoring Guide

## Take an Interview



SCORE	DESCRIPTION
5	<p><b>A fully successful response</b></p> <p>The response fully addresses the question, and it is clear and fluent.</p> <p>A typical response exhibits the following:</p> <ul style="list-style-type: none"> <li>• The response is on topic and well elaborated.</li> <li>• Good conversational speaking pace is maintained with appropriate and natural use of pauses.</li> <li>• Pronunciation is easily intelligible; rhythm and intonation effectively convey meaning.</li> <li>• A range of accurate grammar and vocabulary allows clear expression of precise meanings.</li> </ul>
4	<p><b>A generally successful response</b></p> <p>The response addresses the question, and it is reasonably clear.</p> <p>A typical response exhibits the following:</p> <ul style="list-style-type: none"> <li>• The response is on topic and elaborated, but it may lack effective sentence-level connectors.</li> <li>• Good speaking pace is generally maintained, with some pausing that may minimally affect flow.</li> <li>• Intelligibility and meaning are not impeded by pronunciation, rhythm and intonation, although occasional words/phrases may require minor effort to understand.</li> <li>• Grammar and vocabulary are adequate to express general meanings most of the time.</li> </ul>
3	<p><b>A partially successful response</b></p> <p>The response addresses the question but with limited elaboration and/or clarity.</p> <p>A typical response exhibits the following:</p> <ul style="list-style-type: none"> <li>• The response is generally on topic, but elaboration may be relatively limited.</li> <li>• Frequent or lengthy pauses result in a choppy pace; filler words are frequent.</li> <li>• Intelligibility is sometimes affected by inaccuracies in word-level pronunciation or stress/rhythm.</li> <li>• Limited range and accuracy of grammar and vocabulary noticeably restrict the precision and clarity of meanings.</li> </ul>
2	<p><b>A mostly unsuccessful response</b></p> <p>The response reflects an attempt to address the question, but it is not supported in a meaningful and/or intelligible way.</p> <p>A typical response exhibits the following:</p> <ul style="list-style-type: none"> <li>• The response is minimally connected to the interviewer's question, but it has little or no relevant elaboration or consists mainly of language from the question.</li> <li>• Intelligibility is limited; the speaker's intended meaning is often difficult to discern.</li> <li>• The response shows a very limited range of grammar and vocabulary.</li> </ul>
1	<p><b>An unsuccessful response</b></p> <p>The response minimally addresses the question, and it may demonstrate very limited control of language.</p> <p>A typical response exhibits the following:</p> <ul style="list-style-type: none"> <li>• The response is only vaguely connected to language in the interviewer's question.</li> <li>• The response is mostly unintelligible.</li> <li>• The response consists mainly of isolated words or phrases</li> </ul>
0	<p><b>No response OR the response is entirely unintelligible OR there is no English in the response OR the content is entirely unconnected to the prompt (or consists only of phrases such as "I don't know").</b></p>