

Question 1: Email Reply

5 points

General Scoring Note

When applying the scoring guidelines, the response does not need to meet every single criterion in a column. You should award the score according to the preponderance of evidence.

1 Poor	2 Weak	3 Fair	4 Good	5 Strong
• Unsuccessfully attempts to maintain the exchange by providing a response that is inappropriate within the context of the task • Provides little required information (responses to questions, request for details) • Barely understandable, with frequent or significant errors that impede comprehensibility • Very few vocabulary resources • Little or no control of grammar, syntax, and usage • Minimal or no attention to register; includes significantly inaccurate or no conventions for formal correspondence (e.g., greeting, closing) • Very simple sentences or fragments	• Partially maintains the exchange with a response that is minimally appropriate within the context of the task • Provides some required information (responses to questions, request for details) • Partially understandable with errors that force interpretation and cause confusion for the reader • Limited vocabulary and idiomatic language • Limited control of grammar, syntax, and usage • Use of register is generally inappropriate for the situation; includes some conventions for formal correspondence (e.g., greeting, closing) with inaccuracies • Simple sentences and phrases	• Maintains the exchange with a response that is somewhat appropriate but basic within the context of the task • Provides most required information (responses to questions, request for details) • Generally understandable, with errors that may impede comprehensibility • Appropriate but basic vocabulary and idiomatic language • Some control of grammar, syntax, and usage • Use of register may be inappropriate for the situation with several shifts; partial control of conventions for formal correspondence (e.g., greeting, closing), although these may lack cultural appropriateness • Simple and a few compound sentences	• Maintains the exchange with a response that is generally appropriate within the context of the task • Provides most required information (responses to questions, request for details) with some elaboration • Fully understandable, with some errors that do not impede comprehensibility • Varied and generally appropriate vocabulary and idiomatic language • General control of grammar, syntax, and usage • Generally consistent use of register appropriate for the situation, except for occasional shifts; basic control of cultural conventions appropriate for formal correspondence (e.g., greeting, closing) • Simple, compound, and a few complex sentences	• Maintains the exchange with a response that is clearly appropriate within the context of the task • Provides required information (responses to questions, request for details) with frequent elaboration • Fully understandable, with ease and clarity of expression; occasional errors do not impede comprehensibility • Varied and appropriate vocabulary and idiomatic language • Accuracy and variety in grammar, syntax, and usage, with few errors • Mostly consistent use of register appropriate for the situation; control of cultural conventions appropriate for formal correspondence (e.g., greeting, closing), despite occasional errors • Variety of simple and compound sentences, and some complex sentences