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| **Grade** | **Task achievement** | **Coherence and Cohesion** | **Grammar** | **Vocabulary** |
| **A** | * all letter’s components elaborated * meets all goals of writing the letters * set clear causes, effects, suggestions to solve the problem | * fully coherent text * use various conjunction * Formal way in writing (respectfully) | * wide range of difficult structures * few inaccuracies that do not * hinder/disrupt communication | * wide range of vocabulary (more than seven words) * accurate vocabulary * communicating clear ideas * relevant to content |
| **B** | * most letter’s components elaborated * meets some goals of writing the letters * set incomplete/ unclear causes, effects, suggestions to solve the problem | * mostly use cohesive sentence * some simple conjunction * some words are informal | * mostly correct use of structures * occasional incorrect words * / distract communication | * more than four new words * often inaccurate * vocabulary * vocabulary generally related to the text |
| **C** | * The letter’s components are not applied correctly. * doesn’t meet main goals of writing the letters * set ambiguous causes, with just one solution. | * few cohesive phrases * just repeating the same conjunction | * limited variety of structures * frequent inaccuracies affect on communication | * limited range of vocabulary and frequently inaccurate * occasionally relevant to content |
| **D** | * no content point or ideas * some content points mentioned does not meet text type requirements | * lack of sentence * use less than two cohesion * text not coherent | * no range of structures * mostly inaccurate | * no range of vocabulary * mostly inaccurate vocabulary * mostly irrelevant to subject |