

FOUNDATION WRITING MARK SHEET

NAME	QUESTION 1 / 12 MARKS	QUESTION 2 / 16 MARKS	QUESTION 3 / 20 MARKS	QUESTION 4 / 12 MARKS	TOTAL / 60 MARKS
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QUESTION 1 (20–30 WORDS) – 12 MARKS

COMMUNICATION AND CONTENT*		LINGUISTIC KNOWLEDGE AND ACCURACY*	
1	<ul style="list-style-type: none"> Some relevant, basic information without development Uses language to inform, give short descriptions and express opinions with limited success Uses limited selection of common, familiar vocabulary and expression with frequent repetition 	1	<ul style="list-style-type: none"> Produces simple, short sentences in isolation Limited accurate application of a small selection of straightforward grammatical structures, limited success in referring to present events; frequently errors prevent meaning being conveyed
2		2	
3	<ul style="list-style-type: none"> Mostly relevant information, minimal extra detail Uses language to give short descriptions, simple information and opinions with variable success Uses small selection of common, familiar vocabulary and expression with some repetition 	3	<ul style="list-style-type: none"> Produces simple, short sentences with little linking Inconsistently accurate application of a small selection of straightforward grammatical structures, inconsistently successful reference to present events; often errors occur that hinder clarity of communication and occasionally prevent meaning
4		4	
5	<ul style="list-style-type: none"> Relevant information with occasional extra detail Uses language to give short descriptions, simple information and opinions with some success Uses small selection of common, familiar vocabulary and expression with little repetition 	5	<ul style="list-style-type: none"> Produces simple sentences with some linking Accurate application of a small selection of straightforward grammatical structures, refers successfully to present events as appropriate to the task; occasionally errors occur that hinder clarity of communication
6		6	

QUESTION 2 (40–50 WORDS) – 16 MARKS

COMMUNICATION AND CONTENT*		LINGUISTIC KNOWLEDGE AND ACCURACY*	
1	<ul style="list-style-type: none"> Limited information given likely to consist of single words and phrases Limited ability to use language to present simple facts, inform and note down key points; expression is frequently constrained and communication often breaks down Repetitive use of a limited selection of common words and phrases; heavy reliance on language of the stimulus material to express thoughts Knowledge of register and style is rarely evident because of restricted use of vocabulary and expression 	1	<ul style="list-style-type: none"> Repetitive use of minimal selection of straightforward grammatical structures Produces individual words/set phrases Limited accuracy in grammatical structures used, limited success in referring to present and future events; regular errors prevent meaning being conveyed
2		2	
3	<ul style="list-style-type: none"> Some brief information given, basic points made without development Occasional success in using language to present simple facts, information and to note down key points but expression is sometimes constrained and communication occasionally breaks down Limited use of common, familiar vocabulary and expression with frequent repetition; some reliance on language of the stimulus material to express thoughts Occasional appropriate use of register and style 	3	<ul style="list-style-type: none"> Use of a restricted range of straightforward grammatical structures, frequent repetition Produces simple, short sentences, which are not linked Occasional accuracy in grammatical structures used, occasional success in referring to present and future events; sometimes errors prevent meaning being conveyed
4		4	
5	<ul style="list-style-type: none"> Some relevant information given appropriate to the task, basic points made with little development Uses language with some success, to present simple facts, information and to note down key points, expression is occasionally constrained Uses a small range of, common, familiar vocabulary and expression, mostly independently selected, with some repetition; mostly goes beyond the language of the stimulus material Mostly appropriate use of register and style, mostly sustained 	5	<ul style="list-style-type: none"> Uses straightforward grammatical structures, some repetition Produces simple, short sentences with minimal linking Some accurate use of straightforward grammatical structures, some success in referring to present and future events to meet the requirements of the task; occasionally errors prevent meaning being conveyed
6		6	
7	<ul style="list-style-type: none"> Relevant information given appropriate to the task, basic points made with some development Uses language mostly with success, to present simple facts, information and to note down key points using simple ideas Uses independently selected, common, familiar vocabulary and expression with little repetition; goes beyond the language of the stimulus material Appropriate use of register and style sustained 	7	<ul style="list-style-type: none"> Uses straightforward grammatical structures, occasional repetition Produces predominantly simple sentences occasionally linked together Mostly accurate use of straightforward grammatical structures, mostly successful references to present and future events to meet the requirements of the task; occasionally errors hinder clarity of communication
8		8	

QUESTION 3 (80–90 WORDS) – 20 MARKS

COMMUNICATION AND CONTENT*		LINGUISTIC KNOWLEDGE AND ACCURACY*	
1	<ul style="list-style-type: none"> Communicates brief information relevant to the task with little development Limited adaptation of language to narrate, inform and interest; straightforward personal opinions are given with limited justification Expresses straightforward thoughts and ideas; uses common, familiar language with repetition Variable use of appropriate register and style 	1	<ul style="list-style-type: none"> Uses straightforward grammatical structures, some repetition Produces brief, simple sentences, limited linking of sentences Variable accuracy with language and structures, variable success when referring to past, present and future events, regular ambiguity; often errors prevent meaning being conveyed
2		2	
3		3	
4	<ul style="list-style-type: none"> Communicates information relevant to the task, with development of the occasional key point and idea Some effective adaptation of language to narrate and inform; attempts are made to interest and give convincing personal opinions which are occasionally successful Expresses mainly straightforward thoughts and ideas with the occasional individual thought/idea; some different examples of common, familiar language Appropriate use of register and style is evident but with inconsistencies 	4	<ul style="list-style-type: none"> Uses mostly straightforward grammatical structures, occasional repetition Produces occasionally extended sentences linked with familiar, straightforward conjunctions Some accurate language and structures, including some successful references to past, present and future events, some ambiguity; often errors occur that hinder clarity of communication and occasionally prevent meaning being conveyed
5		5	
6		6	
7	<ul style="list-style-type: none"> Communicates information relevant to the task, with development of some key points and ideas Mostly effective adaptation of language to narrate and inform, some effective language to interest and give convincing personal opinions Some examples of creative language use to express individual thoughts and ideas; a variety of mainly common, familiar language with the occasional example of uncommon language Appropriate use of register and style is evident but with occasional inconsistency 	7	<ul style="list-style-type: none"> Different examples of straightforward grammatical structures are evident Produces some extended sentences that are linked with familiar, straightforward conjunctions Frequently accurate language and structures, including mostly successful references to past, present and future events, occasional ambiguity; sometimes errors occur that hinder clarity of communication
8		8	
9		9	
10	<ul style="list-style-type: none"> Communicates information relevant to the task with expansion of key points and ideas Effective adaptation of language to narrate, inform, interest and give convincing personal opinions Frequent examples of creative language use to express individual thoughts and ideas; a variety of vocabulary and expression, some examples of uncommon language Appropriate use of register and style throughout with minimal inconsistency 	10	<ul style="list-style-type: none"> Some variation of grammatical structures, occasional complex structure Produces frequently extended sentences, well linked together Generally accurate language and structures, including successful references to past, present and future events; occasionally errors occur that hinder clarity of communication
11		11	
12		12	

QUESTION 4 (TRANSLATION) – 12 MARKS

(A), (B) AND (C)*	MARKS AWARDED
0 No rewardable material	4(A)
1 Meaning partially communicated with errors that hinder clarity or prevent meaning being conveyed	4(B)
2 Meaning fully communicated with occasional errors that do not hinder clarity	4(C)

(D) AND (E)*	MARKS AWARDED
0 No rewardable material	4(D)
1 Some words are communicated but the overall meaning of the sentence is not communicated	4(E)
2 <ul style="list-style-type: none"> The meaning of the sentence is partially communicated Linguistic structures and vocabulary are mostly accurate with some errors that hinder clarity or prevent meaning being conveyed 	TOTAL
3 <ul style="list-style-type: none"> The meaning of the sentence is fully communicated Linguistic structures and vocabulary are accurate with only occasional errors that do not hinder clarity 	

*For additional guidance on the mark scheme, please see the Sample Assessment Materials.