

## Marking criteria and scoring for business writing

Marks are awarded as follows:

A = excellent

B = good to average

C = fair to poor

D = very poor

### Criterion 1– Task performance

Mark	Descriptor	Points
A	Written communication almost always effective; task performed very competently.	40-30
B	Written communication generally effective; task performed competently.	29-24
C	Written communication somewhat effective; task performed somewhat competently.	23-20
D	Written communication generally not effective; task performed generally performed poorly.	19-13

### Criterion 2 – Lexis and language use

Mark	Descriptor	Points
A	Sophisticated range of vocabulary. Mastery of word form. Effective word/idiom choice. Effective complex constructions. Few errors of agreement/tense/word order/pronouns/prepositions/articles.	30-23
B	Adequate range of vocabulary. Occasional errors of word/idiom choice but meaning never lost. Effective but simple constructions. Several errors but meaning is rarely obscured.	22-18
C	Limited range of vocabulary. Frequent errors of choice. Meaning obscured or lost. Major problems in all constructions. Frequent errors so that meaning is obscured.	17-15
D	No knowledge of word or idioms or not enough to evaluate. Unable to write sentences. Dominated by errors. No communicate or not enough to evaluate.	14-11

### Criterion 3 – Organization

Mark	Descriptor	Points
A	Fluent expression. Ideas clearly stated and supported. Well-organized, logical sequence.	15-11
B	Expression rather mixed. Main ideas stand out but are not always supported. Loosely organized, with some problems in sequencing.	10-9
C	Not fluent. Not logical sequencing. Ideas confused and/or disconnected and not supported.	8-7
D	Does not communicate. No organization or not enough.	6-5

### Criterion 4 –Mechanics

Mark	Descriptor	Points
A	Mastery of conventions: very few (if any) errors of spelling/punctuation/capitalization/paragraphing.	15-11
B	Occasional errors of spelling/punctuation/capitalization/paragraphing and meaning not obscured.	10-9
C	Frequent errors of spelling/punctuation/capitalization/paragraphing and meaning not obscured. Poor handwriting.	8-7
D	NO understanding of conventions. Handwriting illegible or not enough to evaluate.	6-5