

## O/L MARKING CRITERIS FOR WRITING TASKS

Please note:

- Please pay attention to the length of the answer in awarding marks for the content.
- If zero (0) marks are awarded to the content do not award marks for language, format & organization, and mechanics of writing.
- If zero (0) marks are awarded to language, do not award full marks for content

A. In Paper – 1, all writing questions carry 05 marks

**Content – 02, Language – 03, Total – 05 Marks**

### Content

02	All points included
01	Most of the points included
00	Question copied / Totally irrelevant

### Language

03	Almost no errors, Well-connected sentences, Correct spelling, and punctuation
02	Few errors, Well-connected sentences Few errors in spelling and punctuation
01	Only a few correct sentences
00	All sentences are incorrect

B. In paper -2, The letter / chart, graph or table carries 10 marks

**Content – 03, Language – 03, Format & Organization – 02, Mechanics of Writing – 02, Total – 10 Marks**

### Content – Letter

### Chart, Graph or Table

03	All points included	Correct interpretation of the chart/ graph/ table All activities included
02	Most of the points included	Has written on most activities Interpretation correct
01	Only a few points included	Interpretation not sufficient
00	Question copied / Totally irrelevant	Question copied / Totally irrelevant

### Language

03	Almost no errors, well-connected sentences, good range of vocabulary
02	Few errors, well connected sentences, good range of vocabulary
01	Only a few correct sentences
00	All sentences are incorrect

### Format & Organization

02	Well organized ideas, connected meaningful paragraphs
01	Ideas not well-connected, errors in format

00	No organization at all
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### Mechanics of Writing

02	No spelling errors, correct punctuation, clear hand writing
01	Hand writing clear but errors in spelling and punctuation
00	Unintelligible writing

C. In paper – 2, Speech / Article / Essay / Story / Dialogue carries 15 Marks

Content – 05, Language – 05, Format & Organization – 02, Mechanics of Writing – 03, Total – 15 Marks

### Content - Speech

04-05	Has written on all parts including sufficient facts, Speech is of required length
02-03	Has written on most of the points, Information and facts given not sufficient
01	Has attempted to write a speech, Content and speech not sufficient
00	Question copied / Totally irrelevant

### Content-Article

04-05	Has written on all points including sufficient facts, Article is of required length
02-03	Has written on most of the points, Factual description not sufficient Article is of sufficient length
01	Has attempted to write on topic, Content and description not sufficient
00	Question copied/ Totally irrelevant

### Content-Essay

04-05	All points are included. Essay is of required length, Sufficient and clear description given on each point
02-03	A few of the points included, Sufficient and clear description of the included points
01	Only a few points included
00	Question copied / Totally irrelevant

### Content-Story

04-05	Story is complete and meaningful, There is a beginning and end, Story is of required length
02-03	Story is not developed properly – not meaningful, Story is of required length
01	Has attempted to write the story but not complete
00	Question copied/ Totally irrelevant

### Content- Dialogue

04-05	All points included, A fair exchange between two persons, Dialogue is of required length
02-03	Most of the points included, A fair exchange between two partners, Dialogue is of required length
01	Has attempted to write the dialogue but not complete
00	Question copied/ Totally irrelevant

**Language – Speech**

04-05	Almost no errors, Well-connected sentences, Good range of vocabulary Style of language used is suitable for a speech
02-03	A few errors, Meaning is not clear due to language problems, Good range of vocabulary
01	Only a few correct sentences
00	All sentences incorrect

**Language-Article**

04-05	Almost no errors, Well-connected sentences, Good range of vocabulary Style of language used is suitable for an article
02-03	A few errors, Meaning is not clear at times due to language problems Good range of vocabulary
01	Only a few correct sentences
00	All sentences incorrect

**Language-Essay**

04-05	Almost no errors, Well-connected sentences, Good range of vocabulary, Style of language used is suitable for an essay
02-03	A few errors, Meaning is not clear at times due to language problems Good range of vocabulary
01	Only a few correct sentences
00	All sentences incorrect

**Language-Story**

04-05	Almost no errors, Well-connected sentences, Good range of vocabulary Style of language used is suitable for a story
02-03	A few errors, Meaning is not clear at times due to language problems Good range of vocabulary
01	Only a few correct sentences
00	All sentences incorrect

**Language-Dialogue**

04-05	Almost no errors, Well written exchanges, Appropriate conversational language Good range of vocabulary, Same utterance not repeated
02-03	A few errors in exchanges, Meaning is not clear at times due to language problems Good range of vocabulary
01	Only a few correct sentences
00	All sentences incorrect

**Format & Organization-Speech**

02	Appropriate beginning and an ending for a speech, Well organized ideas, connected meaningful paragraphs
01	Ideas no connected properly and meaningfully
00	No organization at all

**Format & Organization-Article / Essay / Story**

02	Well organized ideas, connected meaningful paragraphs
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01	Ideas no connected properly and meaningfully
00	No organization at all

**Format & Organization-Dialogue**

02	Well organized ideas, connected meaningful exchanges
01	Ideas no connected properly and meaningfully
00	No organization at all

**Mechanics of Writing-Speech / Article / Essay / Story / Dialogue**

03	No spelling errors, Correct punctuation, Clear handwriting
02	A few errors in spelling and punctuation, Clear handwriting
01	Handwriting clear but errors in spelling and punctuation
00	Unintelligible handwriting

If the candidates are asked to write sentences , e.g. Picture based descriptions the sentences should be relevant and grammatically correct  
 01 Mark is given for each correct sentence.