



Email Writing Scoring Rubric

1

CONTENT SELECTION AND ORGANIZATION (15) (What is said and whether it is said where it corresponds)	
RECIPIENT (R) The email address of the person to whom the email will be sent.	
The recipient has been indicated and the format is correct.	0.5
The recipient has been indicated but the format is not correct.	0.25
The recipient has not been indicated.	0
SENDER (S) The email address of the person who sends the email. (If the task instructions do not specify the sender's email address, the candidate will have to make one up, not use her/his real one).	
The sender has been indicated and the format is correct.	0.5
The sender has been indicated but the format is not correct.	0.25
The sender has not been indicated.	0
SUBJECT LINE (SL) A phrase/short sentence (e.g., between 3 and 7 words) to briefly indicate what the email is about (e.g., "Party at my house this Friday").	
The subject line briefly and clearly summarizes the content of the email.	1
The subject line does not clearly summarize the content of the email, is too short/too long, or seems unrelated to the content of the email.	0.5
The subject line has not been included.	0
GREETING (G) The formula to greet (or "say hello to") the recipient.	
The level of formality of the greeting formula agrees with the type of relationship between the sender and the recipient.	0.5
The level of formality of the greeting formula does not agree with the type of relationship between the sender and the recipient.	0.25
The greeting formula has not been included (or it has not been included where it corresponds).	0
BODY (B) The central part of the email, which establishes the aim(s) and details of the communication between the sender and the recipient.	
The body includes a couple of lines to refer to the recipient's previous email and/or indicate the reason(s) for replying to the recipient's previous email (if there was one), and establishes and details the content of the communication with the recipient (i.e., it accomplishes the communication goals indicated in the task instructions).	10
The body fails to (a) refer to the recipient's previous email (when it should be necessary to do so); (b) indicate the reason(s) for replying to the recipient's previous email (when it should be necessary to do so), OR (c) establish and detail the content of the communication with the recipient (i.e., it does not accomplish the communication goal(s) indicated in the task instructions).	5
The body fails to include two or more of the elements indicated in the previous section (a and b; a and c; or b and c above).	2.5
CLOSING (C) The last part of the email, which appropriately ends the communication with the recipient.	
The closing part includes (a) a line or two to indicate (why) communication is ended at that point (e.g., "I've to leave you now, my parents are waiting for me."), or to send greetings and/or make reference for future contact (e.g., "Don't forget to let me know the date of the party!") AND (b) a closing phrase "to say goodbye" appropriately (e.g., "Take care" or "Best wishes").	2
The closing part is missing (a) and/or (b) above.	1
There is no closing to the email.	0
SIGNING OFF (SO) The sender's name at the very end of the email. (If the task instructions do not specify the sender's name, the candidate will have to make one up, not use her/his real one.)	
The sender includes his/her name where it corresponds and in an appropriate format (e.g., "Jane", not "Jane Smith").	0.5



Email Writing Scoring Rubric

The sender includes his/her name and family name (e.g., "Jane Smith"), the initial of his/her name and a family name (e.g., "J. Smith"), the initials of his/her name and family name (e.g., "J.S."), or his/her family name alone (e.g., "Jones").	0.25
The sender does not include his/her name.	0

USE OF ENGLISH (20) Grammar and vocabulary

GRAMMAR (G) (10) Candidates must demonstrate mastery of A1, A2, and B1 grammar topics. Two (or more) instances of the same error will be penalized only once. The grammar must be adequate to the level of formality of the communication and it should be grammar that is used in written English, not in oral English. E.g., "I don't know" would be accepted instead of "I do not know", but "dunno" will not be accepted, or "isn't" instead of "is not", but not "ain't", as these are typical of oral discourse.

No "penalizable" errors.	10
One, two or three "penalizable" errors.	8
Four, five, or six "penalizable" errors.	6
Seven, eight or nine "penalizable" errors.	4
Ten or more "penalizable" errors.	2

VOCABULARY (V) (10) Candidates must use a variety of lexical items (individual words and collocations) that are clearly related to the topic of the communication and to the required level of proficiency (B1). Slightly informal varieties of more formal lexical items (including phrasal verbs) are accepted. (The use of a single offensive lexical item will be penalized and this section (VOCABULARY) will be automatically rated with the minimum score (2.5).)

A wide variety of topic-related words/phrases is used. These w/p draw pictures in the reader's mind and linger there. Their placement in the sentence seems accurate, natural, and not forced.	10
A variety of topic-related words/phrases is used. These w/p draw pictures in the reader's mind and may even linger there. Occasionally, however, some of those w/p are used inaccurately or seem overdone.	7.5
Topic-related words/phrases have not been sufficiently developed (i.e., there are not enough of them to capture the reader's interest, or their use is incorrect). Word choice is vague and/or repetitive (i.e., w/p communicate clearly, but the paragraph lacks variety, punch, and/or flair).	5
No topic-related words/phrases are used, or they are used incorrectly. Word choice is bland, repetitive, limited, and fails to accurately present the ideas that need to be communicated, even at the most denotative/representative level.	2.5

MECHANICS (5) (Spelling, Punctuation & Capitalization)

SPELLING (SP) (3) Supposedly already acquired words (A1, A2, B1) must be correctly spelled (i.e., A1, A2 and B1 lexical items are considered "penalizable").

No "penalizable" errors.	3
One or two "penalizable" errors.	2
Three or four "penalizable" errors.	1
Five or more "penalizable" errors.	0

PUNCTUATION (P) (1) Common punctuation marks (1. Sentence endings (period, question mark, and exclamation mark); 2. Within-sentence marks (comma, semicolon, and colon); 3. Other marks (parentheses, double quotation marks, and ellipses) must be correctly used.)

No errors.	1
One or two errors.	0.75
Three or four errors.	0.5
Five or more errors.	0.25



Email Writing Scoring Rubric

CAPITALIZATION (CP) (1) Capital initial letters must be used in brand names, companies, days, months, historical episodes and eras, holidays, institutions, manmade structures, manmade territories, landmarks, nicknames, organizations, planets, races/nationalities/tribes, religions and names of deities, special occasions, streets and roads.

No errors.	1
One or two errors.	0.75
Three or four errors.	0.5
Five or more errors.	0.25

TOTAL MARKS:

NOTE 1: To use this rubric correctly, a level of performance (left column) for each sub-criterion (e.g., Grammar, within “Use of English”) must be selected and its corresponding score (right column) added up.

NOTE 2: This specific scoring rubric is to be used with candidate answers which meet the requirements of Task 5 in terms of number of words (*between 150 and 175 words*). To score answers between 120 and 110 words and answers shorter than 100 words, users will have to apply the corresponding modifications in the allowance of marks in the different sections of the rubric, following indications provided in the document “[Criterios de corrección](#)”.

NOTE 3: In the exam, **emails which do not directly and clearly deal with the proposed topic** (i.e., they do not respond to the indications provided in the writing prompt) **will be scored with 0 marks** for lack of task accomplishment. “0 marks. Task not accomplished” will be written below the candidate’s answer on the answer sheet.