

Task Achievement	Language Range	Language Accuracy	Cohesion and Coherence
What do we need to do? 1 – have you read and understood the question so that your response is relevant to the task? 2 – have you given your opinion clearly? 3 – have you used evidence and examples to support your point (supporting details)? 4 – have you written at least 300 words (probably closer to 400 is normal)? 5 – have you shown discussion of different viewpoints? (the other opinion) (some people believe that X, however, Y)	What do we need to do? 1 – have you used enough vocabulary to talk about the topic? 2 – have you used some less common vocabulary and collocations? 3 – have you used a range of grammatical structures (more complex)? (not only...but also., conditionals, relative clauses). 4 – have you used hedging (cautious) language (i.e. avoiding personal pronouns, using modal verbs – it could be argued that...) 5 – did you use your own words to introduce the topic in your introduction? (i.e. not copy the statement word for word)	What do we need to do? 1 – have you used your grammar (simple and complex) correctly? 2 – is your choice of vocabulary correct? (are you using collocations correctly) so that meaning is clear 3 – have you avoided using informal language (some phrasal verbs, get, contraction (can't), personal pronouns)?	What do we need to do? 1 – have you used paragraphs logically? (each including one main idea plus supporting details) 2 – have you used an introduction and conclusion that clearly draws your main ideas together? 3 – have you included a thesis statement in your introduction and conclusion? 4 – have you used linking words (moreover, furthermore, in addition, therefore) cohesive devices, and linguistic reference? (firstly, secondly, finally, in conclusion).