

56 ANALYTIC RUBRIC: CONTACTING THE HOST

Scoring criteria	Levels of criteria achievement		
	4	3	2
Topic and organisation of the text	The message fully corresponds to the agreed upon topic and all three parts (introduction, central part and ending) are included and fully developed. The student has included all the necessary information in the message.	The message mainly corresponds to the agreed upon topic, but one paragraph is missing and/or is not fully developed. The student has included most of the information in the message.	The message needs to be better connected to the topic, there are no paragraphs and the text is not fully developed. The student has included some of the information in the message.
Vocabulary	A wide vocabulary relevant to the topic is used correctly or with 1–2 minor errors.	A wide vocabulary relevant to the topic is used with 3–4 errors and/or repetitions.	A limited vocabulary relevant to the topic is used with 5–6 errors and/or repetitions.
Grammar	Various grammatical structures are used correctly with 1–2 minor errors.	Various grammatical structures are used correctly for the most part. There are 3–4 errors.	Basic grammatical structures are used mostly in the correct manner. There are a few errors.
Spelling and punctuation	Spelling and punctuation are correct or with 1–2 minor errors.	There are 3–4 errors in spelling and/or punctuation.	There are 5–6 errors in spelling and/or punctuation.