

Inglés IV – Writing Quiz 1

RUBRIC & GRADING SCALE

Semester: 2024-1

Criteria	(4) Excellent	(3) Good	(2) Fair	(1) Needs improvement
Task achievement	The email fully achieves the task requirements and effectively meets the purpose.	The email mostly achieves the task requirements and meets the purpose but may have some minor deficiencies.	The email partially achieves the task requirements and meets the purpose but there are noticeable weaknesses.	The email does not effectively achieve the task requirements or meet the purpose.
Clarity & Organization	The email is well organized and easy to follow. Ideas are presented logically and clearly.	The email is generally clear and organized but may have some minor issues with clarity or organization.	The email is somewhat clear and organized but may lack coherence or organization at times.	The email lacks clarity and organization making it difficult to understand the main points.
Vocabulary & Spelling	The vocabulary and spelling used are appropriate for the B1 level with minimal or no errors.	The vocabulary and spelling used are generally appropriate for the B1 level with some errors.	The vocabulary and spelling used are somewhat appropriate for the B1 level, but there are some noticeable errors.	The vocabulary and spelling used are not appropriate for the B1 level with frequent errors.
Grammar & Punctuation	The email demonstrates accurate use of grammar and punctuation with few to no errors.	The email demonstrates generally accurate use of grammar and punctuation with some minor errors.	The email demonstrates somewhat accurate use of grammar and punctuation, but there are noticeable errors	The email demonstrates inaccurate use of grammar and punctuation, with frequent errors
Tone & Politeness	The tone of the email is polite and professional throughout.	The tone of the email is mostly polite and professional with minor lapses in politeness.	The tone of the email is somewhat polite and professional but may contain some impolite or informal language.	The tone of the email is not polite or professional and may contain some impolite or inappropriate language.

GRADING SCALE

Score	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Grade	1	1,3	1,5	1,8	2	2,3	2,5	2,8	3	3,3	3,5	3,8	4	4,4	4,8	5,1	5,5	5,9	6,3	6,6	7