B2 Advanced Level – Section W2– writing a formal letter (80 – 100 words) and an informal email (60 -80 words)
N.B. One overall mark is awarded for both pieces of writing.

C content organisation/ appropriacy	5 = Letter and email set out correctly and clearly. Well organised with appropriate salutations/signing off. Clear paragraphs in letter. Language organised into a logical thread, with good use of B2 connectors/linkers and clear distinction in tone and register according to recipient 4 = Clear attempt made at laying out letter and linking/ grouping ideas. Appropriate in tone and register perhaps with minor lapses 3 =Basic but adequate attempt at layout and organisation. Some evidence of differentiation in register 2 = Sentences either not organised/connected **or** inappropriate for recipient. Perhaps no differentiation in register 1 = Sentences not organised/connected **and** inappropriate for informal email. 0 = little or no language at all
A accuracy	5 = Accurate use of B2 level language. Minor errors possible in more complex language but they do not impede understanding. Accurate use of contractions and other punctuation in informal writing 4 = Few errors in B2 level language but easily understood and good control 3 = Several errors in B2 language but can be understood 2 = Significant errors in both B1 and B2 language, which impede understanding 1 = Major errors throughout, which seriously impede understanding 0 = Little or no language at all
T task completion and range of language	5 = Full completion of task and function made clear. Competent use of a range of B2 language. Some attempt at using more advanced language, maybe with errors. No repetition. Very positive effect on reader 4 = Main points of task covered. Good use of language expected at this level. Positive effect on reader 3 = Attempt made to cover task. Adequate language used 2 = Task not covered sufficiently. Lack of basic structures and language too simplistic for B2. Negative effect on reader 1 = Majority of task not covered. Structure and vocabulary far too simplistic 0 = Task not covered. Little or no language

M/C