CEF Assessment Criteria

Component	Descriptor	Student's name																								
Planning	Can plan what is to be said and the means to say it, considering the effect on the recipient(s).																									
Writing	Can write a formal letter of complaint.																									
Orthographic control	Can produce clearly intelligible continuous writing which follows standard layout and paragraphing conventions. Spelling and punctuation are reasonably accurate but may show signs of mother tongue influence.																									

1 = more work needed **2 = acceptable** **3 = good** **4 = very good**

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