**Name:** _____ **Portfolio No:** _____

**Thesis Statement:**

**Conclusion:**

**Topic:**

**1st Body:**

Detail:

Detail:

Detail:

**2nd Body:**

Detail:

Detail:

Detail:

**3rd Body:**

Detail:

Detail:

Detail:

_____

| Task Achievement (30 pts) | | Organization (20 pts) | | Use of English (20 pts) | | Vocabulary (20 pts) | | Punc./Spell./Mechanics (10pts) | |
|---|---|---|---|---|---|---|---|---|---|
| **30** | Task fully achieved / Entirely relevant to Topic | **20** | Effective Top, Supp. & Conc. Sent. /Suitable use of transitions | **20** | Accurate use of grammar/ Good use of complex structures | **20** | Wide range of vocabulary/ Accurate form & use | **10** | Hardly any spelling mistakes/ Correct punc./ Very neat format |
| **22,5** | Task adequately achieved / Acceptable format and length | **15** | Acceptable Top, Supp. & Conc. Sent. / Problems with the order | **15** | Adequate use of grammar Some mistakes in complex structures | **15** | Adequate range of vocab./ Some errors of form & use | **7,5** | Few spelling mistakes/ Some problems with punc. |
| **15** | Limited variety of ideas / Some gaps & irrelevant ideas | **10** | Poor Top, Supp. & Conc. Sent. / Many problems with the order | **10** | Limited use of grammar / Many errors in use | **10** | Limited range of vocab./ Frequent errors of form & use | **5** | Frequent spelling mistakes/ Serious problems with punc. |
| **7,5** | Poor variety of ideas / Too many gaps & irrelevant ideas | **5** | Absence of Top, Supp. & Conc. Sent. / No clear organization | **5** | Poor use of grammar / Reader can't understand | **5** | Poor range of vocabulary/ Too many errors of form & use | **2,5** | Severe spelling mistakes. Poor use of punc. & capitals/No para.format |