



2011 Cantonese

Intermediate 2 – Writing

Finalised Marking Instructions

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Intermediate 2

Task: Letter of application for a job abroad, including information specified in a number of bullet points.

- Assessment Process:
- 1 With reference to *Content, Accuracy and Language Resource*, assess the overall quality of the response and allocate it to a pegged mark.
 - 2 Check that all 5 unavoidable bullet points have been addressed. (There are 7 bullets, 2 of which include the words 'if any' and will not incur penalties if omitted.)
 - 3 Deduct 2 marks (ie single marks, not pegged ones) for each bullet not addressed, up to a maximum of 2 bullets. If 3 or more bullets have not been addressed, the mark must be 0.

Category	Mark	Content	Accuracy	Language Resource – Variety, Range, Structures
Very Good	20	<ul style="list-style-type: none"> • Five areas are covered fully, in a balanced way, perhaps including some complex sentences and/or there is some personal input. • Candidates cover the initial bullet points very correctly and competently but also provide accurate information in response to the later bullet points, which are specific to the job advert in question. • A range of time references are used successfully. • Overall this comes over as a competent, well thought-out and serious application for a job. 	<ul style="list-style-type: none"> • The candidate handles all aspects of grammar with high accuracy, but with occasional minor errors. • There is a good range of characters and the accuracy of characters is high. • Where the candidate attempts to use language more appropriate to Higher, a slightly higher number of inaccuracies need not detract from the overall very good impression. 	<ul style="list-style-type: none"> • A range of characters and structures is used successfully. • There is good use of adjectives, adverbs and prepositional phrases and, where appropriate, sentence structure. • The candidate may use co-ordinating conjunctions and/or subordinate clauses, especially from Bullet Point 3. • The language flows well.

Category	Mark	Content	Accuracy	Language Resource – Variety, Range, Structures
Good	16	<ul style="list-style-type: none"> • All five compulsory tasks are addressed, perhaps mainly using less complex sentences. • The responses to bullet points 4 and 5 may be thin, although earlier points are dealt with in some detail. • The candidate uses a reasonable range of characters. 	<ul style="list-style-type: none"> • Where the candidate is attempting to use more complex characters and sentence structure, these are unsuccessful, although basic sentence structure is used accurately. • The accuracy of characters is high, with one or two minor slips. • There may be one or two examples of inappropriately selected characters, especially in the later bullet points. 	<ul style="list-style-type: none"> • Where relevant, sentence structure is simple. • There may be examples of listing, in particular at Bullet Point 3, without further amplification. • There may be one or two examples of a co-ordinating conjunction, but most sentences are simple sentences. • The candidate keeps to more basic vocabulary and structures in the final two bullet points and may only ask for one piece of information eg How much will I earn?
Satisfactory	12	<ul style="list-style-type: none"> • The candidate uses mainly simple, basic sentences. • The language is fairly repetitive and uses a limited range of characters and fixed phrases. • Area 4 (reasons for application) may be covered in a rather vague manner. • Area 5 (questions) may be addressed either with a general question or one single specific question, frequently about money or time off. 	<ul style="list-style-type: none"> • The characters are accurate. • While the language may be reasonably accurate in three areas, in the remaining two control of the language structure may deteriorate significantly. • Overall, there is more correct than incorrect. 	<ul style="list-style-type: none"> • Sentences are basic and mainly brief. • There is minimal use of adjectives.

Category	Mark	Content	Accuracy	Language Resource – Variety, Range, Structures
Unsatisfactory	8	<ul style="list-style-type: none"> The content is basic. The language is repetitive, eg <i>I like, I go, I play</i> may feature several times within one area. As far as content is concerned, there may be little difference between Satisfactory and Unsatisfactory. While the language used to address Bullet Point 1 and 2 is reasonably accurate, serious errors appear during Bullet Point 3. 	<ul style="list-style-type: none"> Some characters are accurate. There may be one sentence which is not intelligible to a sympathetic native speaker. The final two areas may be very weak. Overall, there is more incorrect than correct. 	<ul style="list-style-type: none"> The candidate copes mainly only with the personal language required at Bullet Point 1 and 2. Sentences are basic. An English word/Pinyin may appear in the writing.
Poor	4	<ul style="list-style-type: none"> The content is very basic. 	<ul style="list-style-type: none"> The language is probably inaccurate throughout the writing. Three or four sentences may not be understood by a sympathetic native speaker. 	<ul style="list-style-type: none"> Sentences are very short. The candidate writes limited characters. Several English words/Pinyin may appear in the writing.
Very Poor	0	<ul style="list-style-type: none"> The candidate has not completed at least three of the core bullet points. The candidate has written the answers under the wrong heading on at least three occasions. 	<ul style="list-style-type: none"> (Virtually) nothing is correct. Most of the errors are serious. Very little is intelligible to a sympathetic native speaker. 	<ul style="list-style-type: none"> Very few characters are written correctly. English words are used or Pinyin dominates.

What if ...?	
the candidate has failed to copy out the introductory section or has not adapted it to the correct gender?	Pay minimal attention to this. However, it is an initial indication that the candidate probably will not attain the top mark.
three bullet points fit into one category but two others are in the next, lower category?	This is often an indication that you would award the higher category. However, it may be wise to consider which bullet points are better. If the better sections include the first and second bullet points, which are more basic, you are less likely to be generous than if the final bullet points were of a better quality. You must look carefully at the quality of the candidate's work and then come to a decision. When in doubt give the candidate the benefit of the doubt.
the candidate very clearly is applying for an entirely different job to the one on the examination paper?	The maximum award which can be given is 8/20, if the language is considered to be worth 12 or more. If the language is assessed at 8, award the mark 4. Otherwise, award 0.

[END OF MARKING INSTRUCTIONS]