



Writing Composition Booklet



Level 101 – 2016/17

Name:

Section:



**Academic Development Unit
English Language Institute
King Abdul Aziz University
Jeddah, Saudi Arabia**

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English Language Institute, King Abdul Aziz University, Jeddah

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Acknowledgement

Original Layout and Design

Patrick Boylan

Error Codes

These are the Error Codes your teacher will use to mark your work.

Code	Explanation
VT	wrong verb tense
WF	Wrong word form
WW	wrong word
NN	A word or phrase is not necessary
SP	spelling mistake
P	punctuation error
RO	Run-on sentence
WO/ SS	Wrong word order or Sentence structure
SV	subject verb agreement problem
^	word or words missing
NC	Incomplete sentence
?	Not clear

101 Writing Portfolio Rating Scale

Performance Level	Score	Length	Content	Grammar	Spelling & Punctuation
Above Level	5	Response is approximately 50% longer than the stated minimum word count.	All components and/or bullets of the writing prompt are answered appropriately, effectively, and with some detail although there may be grammar, spelling, or punctuation errors.	Tenses covered in the level and appropriate for the prompt are formed and used correctly with minimal errors and few to no errors in subject verb agreement. Other grammar is often correct, although some errors may be present, especially for grammar points not explicitly covered in the course.	<ul style="list-style-type: none"> • Almost no spelling errors in high frequency vocabulary frequently used or covered in the coursebook. There may be spelling errors in lower frequency words and/or those not covered in the coursebook. • Main punctuation markers such as full stops, question marks, and commas are used accurately with minimal errors. Capitalization is used correctly.
Almost Above Level	4	Response is approximately 25% longer than the stated minimum word count.	All components and/or bullets of the writing prompt are answered clearly and there is nothing “off topic” in the writing. There may be grammar, spelling, or punctuation errors.	Tenses covered in the level and appropriate for the prompt are generally used correctly. There may be a few errors in tense choice, tense formation, and/or subject/verb agreement. Other grammar errors may be present, especially for grammar points not explicitly covered in the course.	<ul style="list-style-type: none"> • A few spelling errors may occur in high frequency vocabulary frequently used or covered in the coursebook. There may be spelling errors in lower frequency words and/or those not covered in the coursebook. • Full stops and question marks are used consistently and accurately with few errors. There may be more errors in the use of commas. Capitalization is used mostly correctly.
At Level	3	Response meets or slightly exceeds the stated minimum word count.	The general topic of the prompt is answered and at least 2 of the 3 bullets are addressed. The third bullet may be missing or only briefly addressed. The response may occasionally go slightly “off topic”. There may be grammar, spelling, or punctuation errors.	Tenses covered in the level and appropriate for the prompt are often used correctly. However, there are some errors in tense choice, tense formation, and/or subject/verb agreement. Other grammar errors may be present, especially for grammar points not explicitly covered in the course.	<ul style="list-style-type: none"> • Many words are spelled correctly, but there are some errors, even in high frequency vocabulary. • Full stops and question marks are used, but sometimes incorrectly and sometimes they are missing. There may be more errors in the use of commas. There also may be some errors in capitalization.
Below Level	2	Response is at least 3/4 of the stated minimum word count.	The general topic of the prompt may only be partially answered and there may be some parts of the writing that are “off topic”. Attempts to address the bullet points may not be very effective or clear. There may be grammar, spelling, or punctuation errors.	Tenses covered in the level and appropriate for the prompt are frequently used incorrectly. There are many errors in tense choice, tense formation, and/or subject/verb agreement. Other grammar errors may also be frequent, especially for grammar points not explicitly covered in the course.	<ul style="list-style-type: none"> • Spelling errors are frequent, even in high frequency vocabulary. • Full stops and question marks are often missing or used incorrectly. There is a marked overuse or absence of commas. Capitalization is often missing or incorrectly used.
Far Below Level	1	Response is less than 3/4 of the stated minimum word count.	Only the general topic of the prompt is partially addressed and the bulleted items are barely addressed. There may be significant amounts of “off topic” material in the response.	Grammar is generally used incorrectly. There are numerous errors in tenses covered in the level and appropriate for the prompt. Errors in tense choice, tense formation and/or subject/verb agreement are frequent.	<ul style="list-style-type: none"> • Spelling includes numerous errors even in simple words such as “very”. • Full stops and question marks are rarely used. Commas are either overused or not used much at all. Capitalization is rarely used and if used, it is usually incorrect.
Off Topic	0	Give this score if the student is absent, the writing is completely illegible, and/or if the response is completely off topic (completely irrelevant to the prompt)			

Teacher Feedback

Error Codes

Please refer to your writing and look for any Error Codes your teacher may have marked.

Rubric Score

Here your teacher will give you his/her assessment of your writing based on the Assessment Rubric.

Length	Content	Grammar	Spelling & Accuracy	Overall Score

To calculate the overall score, add the 4 scores and divide by 4. Do **NOT** round the overall score.

Teacher's Comments

Below you can find any other notes your teacher has for your work.

Teacher's Name:

Teacher's Signature:

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