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	First Term Test - Grade 13 - 2019	
Index	No General English - II	Three hours only
Instr	uctions	
▶ Aı	nswer all the questions	

Part A – Reading (50 marks)

(1) Read the following passage and match the words marked in bold print with their meanings by writing the correct number in the given space. (10 marks)

When you are looking for meaning, you often get it (1) **despite** an unfamiliar word. Sometimes, however, a (2) **strange word** makes you slow down or even stop because you have lost the author's meaning. Such a word deserves attention. How much attention it deserves depends mostly on your reading (3) **purpose.**

The first step is to note the word (4) **mentally,** or make a pencil mark in the margin, and read on. Going on prevents further (5) **interruption** of the author's thought. It also gives you a chance to find out whether the rest of the passage makes the meaning clear enough for your purposes. When reading for pleasure, you can usually learn enough about a word from its (6) **context.** It is more important to go on enjoying the book than to find out how the dictionary (7) **defines** every new word.

The second step is to return to (8) **troublesome** words, after completing a passage, and try to work out what each one means; the need for this step increase with the amount of (9) **comprehension** required. Saying the word aloud may help you to recognize it as one you have heard and then to recall how it was used. If this fails, you can make an intelligent guess based on what you have learned from reading the whole passage; another look at the context may (10) **confirm** or improve upon the guess.

a)	says the meaning of a word.	()
		()
c)	interference, discontinuity.	()
d)	the text that comes immediately before and after a word.	()
_	•	()
f)	difficult to handle.	()
g)	in spite of.	()
-	•	()
	make certain.	()
_		(

(2) Read the following text and do the activities that follow.

(10 marks)

Mother Teresa passed away on 5 December 1997. People all over the world mourned her passing because she was such an enormous inspiration. Even after her death, there are people everywhere continuing the work that Mother Teresa had started years ago.

Mother Teresa was born in Albania in 1910. Her real name was Agnes. From a very young age, her parents taught her and her siblings the importance of being charitable. Her mother taught her by example, often welcoming the poor or sick into their home, or going out to help them. Mother Teresa was also taught the importance of religion. As a child, she enjoyed going to church, even joining the choir and learning how to play a musical instrument called the mandolin.

When Mother Teresa was twelve years old, she had the desire to dedicate her life to serve God. However, being so young, she was not yet sure of what to do. After all, most children of her age were only concerned with their school work and **their** friends. Thus, Mother Teresa did not act at once. Instead, she waited until she was eighteen years old to decide that she wanted to be a missionary in India. Before going to India, however, she had to undergo training first learning about being a nun and learning to speak English. Even after reaching India in 1929. Mother Teresa continued her training. By then, she had taken on the name of Teresa.

In India, Mother Teresa had the first glimpse of the poverty of the people around her. She started off as a teacher and the young children loved her for her kindness and patience. She even took care of those who were sick. Soon, Mother Teresa felt that she had to do more. What she really wanted to do was to care for the poorest of the poor, people who were cast aside by society. She understood that to help them, she had to experience their life. She was willing to sacrifice all that she had to live among **them.** She ate only rice because that was all the poor could afford. She even went for medical training so that she would know how to help the sick.

(1)	Based on the	informa	tion in the te	xt_write Tri	ue or False in	n the space	nrovided b	eside each sent	ence
	Dusca on me	minorma	tion in the t	AL, WILLO BE	uc or i aisc n	ii iiic space	provided b	colde edell selli	,01101

(a)	Mother Theresa was the only child in her family.	(
(b)	Mother Theresa was not interested in religion during her childhood.	(
(c)	By the age of twelve, Mother Theresa could speak English very well.	(
(d)	Mother Teresa passed away at the age of eighty seven	(

- (2) Underline the most appropriate response in each of the following.
 - a) Which of the following best expresses the main idea of the paragraph 4?
 - I. Mother Theresa went for medical training when she was in India.
 - II. Mother Theresa ate only rice as that was the food all the poor could afford.
 - III. Mother Theresa served the poor people with a strong sense of commitment.
 - IV. Mother Theresa faced lot of hardships when she was in India.
 - b) Which of the following is not given about Mother Theresa in the text?
 - I. The name given to her by her parents.
 - II. When she came to India.
 - III. The school in which she worked as a teacher.
 - IV. Why the young children in India loved her.

	(3) Who or what do the pronouns in bold print refer to ?I. their (paragraph 3)II. them (paragraph 4)	
	(4) Write one word for each of the following blanks, selecting from the passage, which the following. I. immense / great	n means the same as
(3)	Read the following poem and answer the question given below.	(05 marks)
	A friend is like a flower a rose to be exact, or many be like a brand new gate that never comes unlatched a friend is like an owl both beautiful and wise or perhaps a friend is like a ghost Whose spirit never dies. a friend is like a heart that goes strong until the end where would we be in this world If we didn't have a friend	
	 (1) What is this poem about? (a) parenthood (b) neighborhood (c) friendship (d) brotherhood 	
	 (2) In the first line, what is the friendship compared to? (a) to a flower (b) to a heart (c) to an owl (d) to a ghost 	
	 (3) Into how many things is the friendship compared, in the poem? (a) two (b) three (c) four (d) five 	
	(4) Why is friend like a heart?	

- (a) because that never comes unlatched.
- (b) because it goes strong until the end.
- (c) because its spirit never dies.
- (d) because it is beautiful and wise.

- (5) Find the word from the poem similar to the meaning of correct in every detail.
 - (a) exact
 - (b) unlatched
 - (c) wise
 - (d) spirit

(4) Use this passage instead of the earlier one. The passage with blanks in the earlier one should be the same. (05 marks)

Badminton is a very popular game. It is a fast game. In the game, people use rackets and a shuttlecock. Players hit the shuttlecock back and forth over a net five feet high. They must return it before it hits the ground. They usually play the game on a court. If there are two players, we call it a single game. If there are four persons or two pairs of players playing badminton, we call it a double game. People can play it both indoors or outdoors. Official tournaments are usually played indoors. But most people play badminton for enjoyment. They usually play it outdoors, like at schools, at offices or at home.

Badminton is a fast and	game played both	and outdoors on a court
over a net using	and shuttlecocks. It is called	when two play and
if four particip	pate.	

(5) Read the following text and do the activities that follow.

(20 marks)

The writer's real name was Samuel Clemens. He was born in 1835 in the State of Missouri, not very far from the little town of Hannibal. Hannibal, on the west bank of the Mississippi river, is the "ST Petersburg" of this book. It was then a village (thought it is sometimes called a "town" in this book) but <u>it</u> is now a town of about 19, 000 people.

Sam's boyhood in Hannibal seems to have been quite happy, though they were rough times in such a place on the edge of civilized America. He was only twelve when his father died, and he had to start work in his older brother's printing works. It was not exciting work for a lover of action, and Sam was glad to change from printing to piloting the Mississipi River steamboats. It was important and difficult work. The water was often not deep enough for a big steamboat, and rain or dry weather farther up the river could make a difference to the speed of the river water as well as to it's depth.

Sam Clemens was happy as a river pilot. But the civil war between north and south (1861 - 65) put an end to the great days of the river boats. Sam became a news reporter, choosing to write, not as Samuel Clemens, but as "Mark Twain". This was the call of the river boat leadsman when he tested the depth of the water with his line and found it was two fathoms deep, which was enough for a large steamboat (1 fathom = 1.83 metres). It was as a newspaper reporter Mark Twain joined a ship taking some of the earliest American tourists to Europe and the East. Out of that came his first full-length book, The Innocents Abroad (1869). It was a very funny book, and it showed Americans that they could laugh at themselves. In the book, Mark Twain's tourists visit place after place and judge everything nor for historical or artistic values, but comparing the things seen with things in their own experience. One of their judgements that readers enjoyed was about the great artist Leonardo da Vinci.

They spell it Vinci and pronounce it Vinchy; foreigners always spell then they pronounce.

The success of that book made it possible for Mark Twain to end his work as a newspaper reporter, and spend his time writing books. His two most famous books are this one. The Adventures of Tom Sawyer (1876) and much later, in 1844 The adventures of Huckleberry Finn. The Setting for both is the great Mississipi River that had meant so much to Samuel Clemens as a boy and as a young man.

1.	Wr	ite TRUE or FALSE bes	side each sentence in the space provided.	(5 marks)
	(a)	Samuel Clemens who w	rote many poems is the real name of Mark Twain	()
	(b)	Samuel Clemens was in	Hannibal when he was a child.	()
	(c)		ke being a piloting in River Steam boats.	()
	(d)		s a book which mock at the Americans.	()
	(e)	He got a lot of money fr	rom Innocents Abroad.	()
2.		in the blanks in the follower than two words in each	owing passage, based on the information in the a	bove text. Do not use (5 marks)
	IIIO			, ,
		• • •	Mark Twain joined a (1) and tool	
	Eur	ope and the (2)	In the (3)	the tourists visited
	(4)	places	to compare the things they have (5)	that in their own
	exp	eriences.		
3.	Wh	o or what do the underl	ined pronouns in the passage refer to ?	(3 marks)
		It (paragraph 1)		
	(b)	It (paragraph 2)		
	` ′	It (paragraph 3)		
4.	Wr	ite one word for each bl	ank selecting from the passage, which means the	same as of the given
woı	ds / ¡	phrases.		(7 marks)
	(a)	•	-	,
	(b)	-	-	
	(c)		-	
	` /	uneven	-	
	(e)	sides of a river	-	
	(f)	completely	-	
	(g)	of the people or events i	n a community -	
		PA	RT B — DIALOGUES (25 marks)	
Но	w do	you respond in each of	the following situations? Write only one sentence	or question for each,
be	ginni	ng with the word/s give	1.	(5 marks)
a)	You	are not interested in the	topic your friends are talking about. Ask for another	topic.
	Sha	11	?	
b)	Wis	sh your cousin for his vict	ory in a badminton tournament.	
	It		?	

(6)

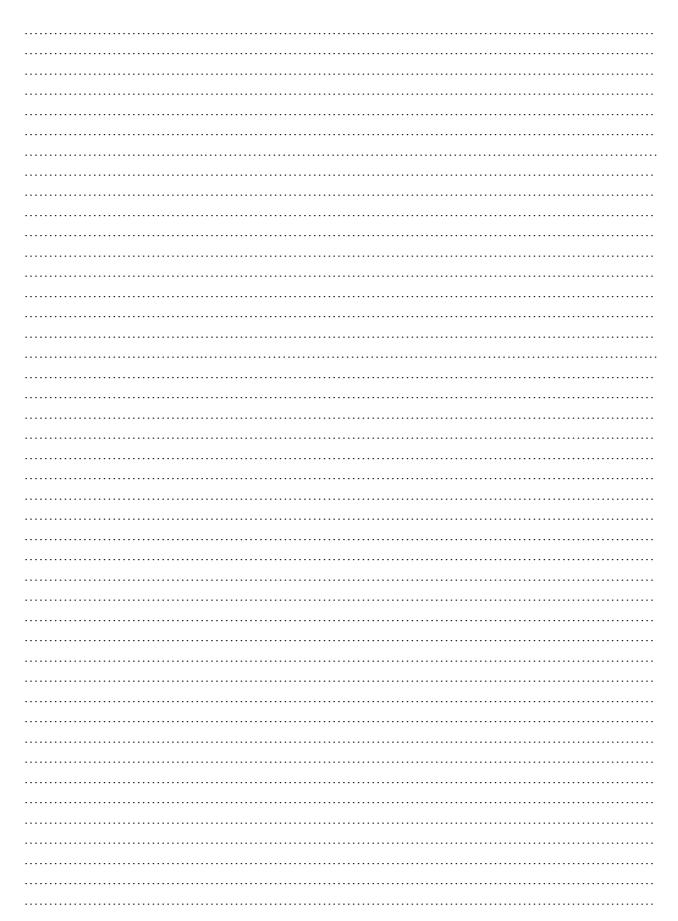
	C) 10			
	Exc	cuse 1	me?	
	d) Asl	king 1	permission from your father to go out at night. Give a suitable reason?	
	Ma	ıy	?	
	e) Ap	ologi	ze to a friend in not returning his / her note book on time.	
	I'm		?	
(7)	Complet	e the	following dialogue appropriately. (5 marks)	
	Nalini	:	Can you tell me the way to the fortress please?	
	Manel	:	(1)	
	Nalini	:	Is It (2)	
	Manel	:	No, It's only about twelve minutes walk.	
	Nalini	:	Can you tell me when (3)	
	Manel	:	Yes it was built in the 13 th century.	
	Nalini	:	(4)	
(8)	Manel Your to a	each avoid	Not at all (5)er wants you to deliver a speech on the day of Literary Association. As you are shy, yo it. But your teacher insists. Write out the conversation you had with your teacher. Each	
(8)	Manel Your tty to a one mu	each avoid ist sp	er wants you to deliver a speech on the day of Literary Association. As you are shy, yo	ŀ
(8)	Your to a one mu	each avoid ist sp	er wants you to deliver a speech on the day of Literary Association. As you are shy, yo it. But your teacher insists. Write out the conversation you had with your teacher. Each eak at least five times. (15 marks)	ŀ
(8)	Your to a one mu	eacheavoid	er wants you to deliver a speech on the day of Literary Association. As you are shy, yo it. But your teacher insists. Write out the conversation you had with your teacher. Each eak at least five times. (15 marks)	· }
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			PART C — WRITIN	G SKILLS (65 marks)	
)	Select any	<i>five</i> words f	rom the list of nouns, ve	rbs, adjectives and adv	verbs given below and use e
			_	•	tense. You may use the plu
	form of th	ne nouns. But	do not change the form	of the other words.	(5 marks)
	[Nouns	strength, traveller		
	-	Verbs	suggest, believe		
		Adjectives	original, strong, ancien	t	
		Adverbs	seldom, carelessly, ent	husiastically	
	(i)				
	(ii)				
	(iii)				
	` ′				
	(v)				
					oh the students read. Writ
))	The follo	wing table g	ives some information	about the books whic	
))		0 0	ives some information ing the words given belov	about the books whic w. Use about 100 - 125	
0)		0 0	ing the words given below	w. Use about 100 - 125	words. (10 marks)
)))		0 0	ing the words given below		words. (10 marks)
))		0 0	ing the words given below	w. Use about 100 - 125	words. (10 marks)
))		0 0	more, least, less, o	w. Use about 100 - 125 equal, most, many, a few	words. (10 marks)
))		0 0	more, least, less, o	w. Use about 100 - 125 equal, most, many, a few Number of students	words. (10 marks)
)))		0 0	more, least, less, of Type of books Children stories	w. Use about 100 - 125 equal, most, many, a few Number of students 60	words. (10 marks)
))		0 0	more, least, less, of Type of books Children stories Adventures	w. Use about 100 - 125 equal, most, many, a few Number of students 60 20	words. (10 marks)
))		0 0	more, least, less, of Type of books Children stories Adventures Fictions	w. Use about 100 - 125 equal, most, many, a few Number of students 60 20 50	words. (10 marks)

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Vrite an essay on "Road Accidents, a big threat to the human lives." Use a	(20 marks)
	•••••



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	First Term Test - Grade 13 - 2019	
Index	ex No General English - I	One Hour only
Inst	structions	
▶ A	Answer all the questions	
	-	
	Part A - Grammar and Vocabulary (35 M	arks)
		,
01. Con	mplete the following paragraph using a suitable preposition from	m the list given below. Use eacl
prej	eposition only once.	(05 marks)
	(to, on, in, with, of, from)	
~	Although internet provides a platform to read good articles, e bo	
_	od literature books are found (1) the web. mputers, most young children forget (3) grab a book	· ·
	ne, which would help him or her to become a creative person (5)	
VIIII		
02 Fill	l in each blank with the correct form of the verb given within brac	ckets. (10 marks)
02. 1 III	The home of an ordinary, peaceable man (1) (er	
pers	rson, a person of great power and authority, who (2)	, , , , , , ,
•	ve me? "Without (3) (say) a word, the man (4)	` / '
	d drink for this person, and (5) (give) him the be	
	d to sleep on. Washing and mending his clothes, cooking his meals, cl	
	use (6) (serve) the intruder diligently and withou	
	ars. At the end of this time, the person of great power and authority	_
	, and so unhealthy from lack of exercise that he (8)	
(9).	(wrap) the body in old sacking and (10)	(throw) it on a rubbis
tip.		

03.	Rea	d the following paragraph and	d fill in the blanks usi	ng the words given below	(10 marks)
	enjo stro	•	anything dark	born beauty	They faces
(4) . stars (8)	wor	re are some people who are (1) ld. They cannot see the (3)	(5) the beautiful	of their parents, brothe of the sun, the (6) colours of the flowers.	rs, sisters or friends and the The whole world is
04.	In t. 1. 2. 3. 4.	he following sentences underli Teachers are careful to (reward In late October the Prime Mini He will continue to (launch, sta I'm glad they are coming to sta sleep. Your only option is to (ask, en)	d, award, forward) mar ster (summoned, order ate, wage) war on orga sy, but it it does (makes	rks for the effort as well as red, invited) an emergency anized crime. s, pose, rise) the problem of	achievement. meeting.
05.	Und 1. 2. 3. 4. 5.	He is studying biologi (it, cally The leading character in the fil She assur (ance, edly, ed) us of We were faced with an imposs A child's development is an int	y, cal) engineering at u m wasn't very believ (e f her support. si (bility, ble, bly) task.	ed, able, eble).	(05 marks)

Part B - Reading and Writing (25 marks)

- 06. Of the options given below each sentence in bold print, underline the one that best expresses its meaning **(05 marks)**
 - Besides Nirmala there were two others in the study room.
 - Two persons were sitting by Nirmala's side.
 - Two persons were sitting on either side of Nirmala. b.
 - Nirmala and two others were in the study room. c.

2. Daham as well as Udara was very busy.

- 1. Daham and Udara were well.
- 2. Daham was well and Udara was busy.
- 3. Daham and Udara were busy at work.

3. Nihal should not have given up the course.

- 1. Nihal has given up the course.
- 2. Nihal has not given up the course.
- 3. Nihal will not be allowed to give up the course.

4. We were playing computer games most of the time.

- 1. We played most computer games.
- 2. Most of us played computer games.
- 3. We played computer games for a long time.

5. Shalini stopped to talk to me.

- 1. Shalini did not talk to me.
- 2. Shalini suddenly stopped talking to me.
- 3. Shalini waited a while and talked to me.

07. Read the following text and do the activities that follow.

(10 marks)

Gerald Durrell; English author, television presenter, naturalist and zookeeper, was born in Jamshedpur, India as the youngest child of parents of English and Irish descent. Gerald was the younger brother of Lawrence Durrel, a reputed novelist. Their father Lawrence Samuel Durrel was a British Engineer working in India at that time. Gerald's father died in India in 1928 when Gerald was only three years of age. Later, the family moved to upper Norwood, South London.

He started his schooling at Wickwood school, but did not perform well as he stayed at home most of the time pretending illness. Durrel was taught mainly at home by family friends and private tutors. The family moved to the Greek island of Cofu in 1935 when he was ten years old. His love of animals, which started with his first visit to the zoo while in India, strengthened and develop into being wild life collector, explorer. He also joined in many wildlife expeditions, starting in 1947, to various countries and places, including the British Cameroon, British Guiana, West Africa and South America.

- a. Underline the most appropriate option.
 - 1. Gerald Durrell was born in;
 - (a) England
 - (b) Ireland
 - (c) India
 - (d) America
 - 2. Lawrence Durrel was,
 - (a) an English author
 - (b) a novelist
 - (c) a television presenter
 - (d) a naturalist

4. Gerald was interested in,			
(a) music			
(b) sports			
(c) reading			
(d) animals			
(d) difficults			
b. In the space provided beside each statement given below, wri is wrong and NG if the information given in the text is not sufficient to the space provided beside each statement given below, writing the space provided beside each statement given below, writing the space provided beside each statement given below, writing the space provided beside each statement given below, writing the space provided beside each statement given below, writing the space provided beside each statement given below, writing the space provided beside each statement given below, writing the space provided beside each statement given below, writing the space provided beside each statement given below.	ficient to dec	eide.	
Statements	True (T)	False (F)	Not Given (NG)
(5) Gerald's father was an Indian engineer.			
(6) Durrel was taught at home by family friends and private tutors.			
(7) Durrel joined many wildlife expeditions.			
(8) Durrel travelled many countries to see animals in zoo.			
(9) Actually he was an explorer of animals.			
(10) His first visit to the zoo while in London.			
Deforestation should be stopped for the conservation of other resou			

Gerald Durrel did not perform well at the school,

(d) because he was neglected by the school.

(a) because he was pretending illness.

(b) because he was not clever.(c) because he was very poor.

3.

First Term Test – 2019 General English – Grade 13 Marking Scheme

Paper I

Vocabulary O1. 1. on 2. of 3. to 4. in 5. with 02. 1. was entered 6. served 7. had grown 2. asked 7. had grown 3. saying 8. died 9. wrapped 10. threw 4. prepared 5. gave 10. threw 03. 1. born 6. moon 7. enjoy 8. dark 9. read 10. strong 3. faces 4. They 5. beauty 10. strong 5. consult 04. 1. award 2. summoned 3. wage 4. pose 5. consult 5. ive Reading & Writing 06. 1. c 2. c 3. a 4. c 5. c 07. 1. c 5. c 7. T 8. NG 9. T 10. F	X 7 1	1				-	- пр				
6. served 7. had grown 8. died 9. wrapped 10. threw 03. 1. born 2. anything 3. faces 4. They 5. beauty 6. moon 7. enjoy 8. dark 9. read 10. strong 04. 1. award 2. summoned 3. wage 4. pose 5. consult 05. 1. cal 2. able 3. ed 4. ble 5. ive Reading & Writing 06. 1. c 2. c 3. a 4. c 5. c 07. 1. c 2. b 3. a 4. d 5. F		•	2	2.	of	3.	to	4.	in	5.	with
6. moon 7. enjoy 8. dark 9. read 10. strong 04. 1. award 2. summoned 3. wage 4. pose 5. consult 05. 1. cal 2. able 3. ed 4. ble 5. ive Reading & Writing 06. 1. c 2. c 3. a 4. c 5. c 07. 1. c 2. b 3. a 4. d 5. F											
05. 1. cal 2. able 3. ed 4. ble 5. ive Reading & Writing 06. 1. c 2. c 3. a 4. c 5. c 07. 1. c 2. b 3. a 4. d 5. F					•				•		-
Reading & Writing 06. 1. c 2. c 3. a 4. c 5. c 07. 1. c 2. b 3. a 4. d 5. F	04. 1.	award	2	2.	summoned	3.	wage	4.	pose	5.	consult
06. 1. c 2. c 3. a 4. c 5. c 07. 1. c 2. b 3. a 4. d 5. F	05. 1.	cal	2	2.	able	3.	ed	4.	ble	5.	ive
07. 1. c 2. b 3. a 4. d 5. F	Readin	g & Writing	5								
	06. 1.	c	2.	С	3. a	4.	c	5.	c		

08. If the candidates have written two or more paragraphs, assess only the first one and ignore the other paragraph/s.

Has used specific length. Content is based on the topic. Content interesting and relevant. Ideas are logically presented. Has written only					
	one paragraph.	4			
Language use	Excellent use of language. Choice of vocabulary very good. Very few errors of grammar.	5-6			
Language use	Moderate use of language. Choice of vocabulary very good. Occasional errors of grammar.	3-4			
	Satisfactory level of language use. Limited vocabulary. Many errors of grammar.	1-2			

Paper II

Reading 3. 5 01. 1. 7 2. 9 4. 6 5. 2 6. 8 7. 1 8. 3 9. 10 10. 4 02. 1. (a) F (b) F (c) F (d) T 2. (a) III (b) III 3. (I) Children of Mother Theresa's age / Children of her age. (II) Poor people in India / The poorest of the poor / The poor 4. (I) enormous (II) desire 03. 1. c 3. d 4. b 5. a 2. a 5. doubles 04. 1. popular 2. indoor 3. rackets 4. singles

05.	1.	(a) F	(b) T	(c) F	(d) T	(e) T
	_					

- 2. 1. ship 2. East 3. Innocents Abroad 4. historical
- (b) Piloting the Mississippi River Steamboats. 3. (a) st Petersburg
 - (c) the depth of the water with his line.
- (b) fathoms 4. (a) weather (c) judgements (d) rough (g) civil
 - (e) bank (f) quite

Dialogues

- 06. (a) Shall we talk about another thing? (any relevant answer)
 - (b) It's great. Congratulations (any relevant answer)
 - (c) Excuse me. Could you give me your pen?
 - (d) May I go out for a dinner father? (any relevant answer)
 - (e) I'm really sorry for the late. Thank you very much. (any relevant answer)
- 07. 1. Certainly. (any relevant answer)
- 2. Is it a long way? / Is it very far?

5. seen

3. It was built.

- 4. Thank you / Very much.
- 5. Enjoy your visit. (any relevant answer)
- 08. Do not deduct marks for spelling and punctuation errors unless they distort the intended meaning. Candidates may use sentence fragment but they should be grammatical. (15 marks)

Format	Has used dialogue form with a minimum of five exchanges.	1
Content	Content appropriate to the given situation and very interestingly arranged. Conversation natural, coherent and spontaneous.	5
Language use	Has used language free of grammatical errors. Excellent use of appropriate expressions. A sophisticated range of vocabulary. Choice of words very effective for a telephone conversation.	9

Writing Skills

- (05 marks) 09
 - · Give one mark for each correct sentence.
 - · No mark for grammatically incorrect sentence.
 - · The sentence should bring out the meaning of the given word effectively.
 - · Deduct one mark from the overall mark if there are more than five spelling mistakes altogether.
 - · If the same word is misspelt several times, consider them as one mistake.
- 10. (10 marks)

Content	Has used specific length. Content is based on the information on the Table. Describes preferences and comparisons logically. Content interesting and relevant.	68-9 marks
	Excellent use of language. Choice of vocabulary very good. Very few errors of grammar	7-9 marks
Language use	Moderate use of language. Choice of vocabulary very good. Occasional errors of grammar.	4-6 marks
	Satisfactory level of language use. Limited vocabulary. Many errors of grammar.	1-3 marks

11. (15 Marks)

Format	Has used format of a informal letter, date, appropriate salutation, proper ending.	1 mark
content	Has used specific length. Has included relevant details. Content of the letter very relevant to the given situation.	0-6 marks
Organization	Has used appropriate beginning and ending. Has arranged facts in a logical sequence. Has used appropriate linking devices if/when required. Has paid attention to paragraphing.	0-3 marks
Language use	Excellent language use. Has used both simple and complex sentences and free of grammatical errors. Excellent use of appropriate formal expressions. A sophisticated range of formal vocabulary. Choice of words very effective for a formal letter. Punctuation and spelling perfect.	10 marks

12. (15 marks)

Format	Has used format of a formal letter, including sender's address (even if the sender's name is included, do not deduct marks), receiver's address, date, appropriate salutation, thanking and close. (do not give the marks for this part if even one of the above is missing).	1 mark
content	Has used specific length. Has included relevant details. Content of the letter very relevant to the given situation.	0-6 marks
Organization	Has used appropriate beginning and ending. Has arranged facts in a logical sequence. Has used appropriate linking devices if/when required. Has paid attention to paragraphing.	0-3 marks
Language use	Excellent language use. Has used both simple and complex sentences and free of grammatical errors. Excellent use of appropriate formal expressions. A sophisticated range of formal vocabulary. Choice of words very effective for a formal letter. Punctuation and spelling perfect.	10 marks

13. (20 marks)

Content	Excellent. Has used specific length. Has used appropriate beginning and ending. Has included relevant details very logically. Supports the argument very effectively. Content very interesting.	7 marks
Language use	Excellent language use. Has used both simple and complex sentences and free of grammatical errors. A sophisticated range of formal vocabulary. Choice of words very effective. Punctuation and spelling perfect.	10 marks
Organization	Excellent. Very fluent expressions. Ideas very clearly stated. Able to select, organize and present relevant information in a very interesting and logical manner. Ideas are connected very effectively. Perfect coherence. Paragraphs are meaningfully divided.	3 marks