

TOEFL[®] Essentials[™] Test

Writing Scoring Guide

WRITE AN EMAIL (BRIEF VERSION)*

SCORE	DESCRIPTION
5	<p>A fully successful response The response is well elaborated and shows consistent facility in language use.</p> <p>A typical response exhibits all of the following:</p> <ul style="list-style-type: none"> • The email accomplishes the task and is fully elaborated with relevant supporting details. • A range of grammar and vocabulary is used effectively (e.g., to create a degree of fluidity, precision, idiomaticity or expressiveness). • Language use is accurate, although minor errors or nonidiomatic uses may occur. However, the intended meaning is fully clear and cohesive throughout. • Appropriate social conventions (e.g., politeness, organization of information and formulation of actions such as requests, etc.) are consistently used.
4	<p>A generally successful response The response is elaborated, although minor inconsistencies in language use are present.</p> <p>A typical response exhibits most of the following:</p> <ul style="list-style-type: none"> • The email accomplishes the task and is supported with suitable elaboration. • A range of grammar and vocabulary is used appropriately, but the range or effectiveness may not be sustained throughout the response. • Inaccuracies in language use may be noticeable and may cause minor ambiguities in sentence-level meanings, but the overall response is clear. • Mostly appropriate social conventions are used, but usage may not be consistent.
3	<p>A partially successful response The response shows some elaboration and/or facility in language use, but it is limited in one or more aspects.</p> <p>A typical response partially accomplishes the task, but it may show either of the following patterns:</p> <ul style="list-style-type: none"> • The response shows a reasonable degree of elaboration, with limitations elsewhere. • A somewhat limited range of grammar and vocabulary is used; attempts at more complex structures or vocabulary are not entirely successful. • Limitations in range, accuracy or mechanics may affect the readability or clarity of part or all of the response. • The response shows limited elaboration, which reduces the effectiveness of the message. • An adequate range of grammar and vocabulary is used; limitations in language use do not greatly affect the overall clarity of the message
2	<p>A mostly unsuccessful response The response is limited in content and in facility of language use.</p> <p>A typical response shows some or all of the following:</p> <ul style="list-style-type: none"> • Very limited elaboration is present, which significantly affects the effectiveness of the email. • A limited range of grammar and vocabulary is used, although some attempt is made to produce sentence-level language beyond simple clauses or basic vocabulary. • Errors in language use or mechanics may cause the intended meaning to be unclear.
1	<p>An unsuccessful response The content of the response is very limited, with little evidence of ability to produce extended text.</p> <p>A typical response shows some or all of the following:</p> <ul style="list-style-type: none"> • Little or no elaboration is provided. • The email consists of telegraphic language (i.e., short and/or disconnected phrases and simple sentences). • Serious errors in language use may be present.
0	<p>The response is blank, rejects the topic, is not in English, is entirely copied from the prompt, is entirely unconnected to the prompt or consists of arbitrary keystrokes.</p>

*The test will include either a brief or extended version of the Write an Email task.

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Writing Scoring Guide

WRITE AN EMAIL (EXTENDED VERSION)*

SCORE	DESCRIPTION
5	<p>A fully successful response</p> <p>The response is effective, is clearly expressed, and shows consistent facility in the use of language.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> • Elaboration that effectively supports the communicative purpose • Effective syntactic variety and precise, idiomatic word choice • Consistent use of appropriate social conventions (e.g., politeness, register, organization of information and formulation of actions such as requests, refusals, criticisms, etc.) • Almost no lexical or grammatical errors other than those expected from a competent writer writing under timed conditions (e.g., common typos or common misspellings or substitutions like <i>there/their</i>)
4	<p>A generally successful response</p> <p>The response is mostly effective and easily understood. Language facility is adequate to the task.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> • Adequate elaboration to support the communicative purpose • Syntactic variety and appropriate word choice • Mostly appropriate social conventions • Few lexical or grammatical errors
3	<p>A partially successful response</p> <p>The response generally accomplishes the task. Limitations in language facility may prevent parts of the message from being fully clear and effective.</p> <p>A typical response displays the following:</p> <ul style="list-style-type: none"> • Elaboration that partially supports the communicative purpose • A moderate range of syntax and vocabulary • Some noticeable errors in structure, word forms, use of idiomatic language and/or social conventions
2	<p>A mostly unsuccessful response</p> <p>The response reflects an attempt to address the task, but it is mostly ineffective. The message may be limited or difficult to interpret.</p> <p>A typical response exhibits one or more of the following:</p> <ul style="list-style-type: none"> • Limited or irrelevant elaboration • Some connected sentence-level language, with a limited range of syntax and vocabulary • An accumulation of errors in sentence structure and/or language use
1	<p>An unsuccessful response</p> <p>The response reflects an ineffective attempt to address the task. The message may be limited to the point of being unintelligible.</p> <p>A typical response exhibits one or more of the following:</p> <ul style="list-style-type: none"> • Very little elaboration, if any • Telegraphic language (i.e., short and/or disconnected phrases and sentences) with a very limited range of vocabulary • Serious and frequent errors in the use of language • Minimal original language; any coherent language is mostly borrowed from the stimulus
0	<p>The response is blank, rejects the topic, is not in English, is entirely copied from the prompt, is entirely unconnected to the prompt or consists of arbitrary keystrokes.</p>

*The test will include either a brief or extended version of the Write an Email task.

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Writing Scoring Guide

DESCRIBE A PHOTO

SCORE	DESCRIPTION
5	<p>A fully successful response</p> <p>The description is well elaborated and shows consistent facility in language use.</p> <p>A typical response consistently displays all of the following:</p> <ul style="list-style-type: none"> • The description is fully elaborated with details relevant to the picture. • A range of grammar and vocabulary is used effectively (e.g., to create a degree of fluidity, precision, idiomaticity or expressiveness). • Language use is accurate, although minor errors or nonidiomatic uses may occur. However, the intended meaning is fully clear and cohesive throughout.
4	<p>A generally successful response</p> <p>The description is elaborated, although minor inconsistencies in language use are present.</p> <p>A typical response shows most of the following:</p> <ul style="list-style-type: none"> • Suitable and relevant elaboration is provided. • A variety of grammar and vocabulary is used appropriately, but range, cohesion or precision may not be sustained throughout the response. The description may be somewhat list-like. • Inaccuracies in language use may be noticeable and may cause minor ambiguities in sentence-level meanings, but the overall response is clear.
3	<p>A partially successful response</p> <p>The description shows some elaboration and/or facility in language use, but it is limited in one or more aspects.</p> <p>A typical response partially accomplishes the task, and it shows either of the following patterns:</p> <ul style="list-style-type: none"> • The description contains a reasonable degree of elaboration, with limitations elsewhere. • A somewhat limited range of grammar and vocabulary is used; attempts at more complex structures or vocabulary are not entirely successful. • Limitations in range, accuracy or mechanics may affect the readability or clarity of part or all of the response. The response may lack cohesion and be visibly list-like. • The response shows limited elaboration, which reduces the effectiveness of the description. • An adequate range of grammar and vocabulary is used; limitations in language use do not greatly affect the overall clarity of the description.
2	<p>A mostly unsuccessful response</p> <p>The description is limited in content and in facility of language use.</p> <p>A typical response shows some or all the following:</p> <ul style="list-style-type: none"> • Very limited elaboration is present, which significantly affects the effectiveness of the description. • A limited range of grammar and vocabulary is used, although some attempt is made to produce sentence-level language beyond simple clauses or basic vocabulary. The response may consist of a list of relatively disconnected items. • Errors in language use or mechanics may cause the intended meaning to be unclear.
1	<p>An unsuccessful response</p> <p>The content of the description is very limited, with little evidence of ability to produce extended text.</p> <p>A typical response shows some or all of the following:</p> <ul style="list-style-type: none"> • Little or no elaboration is provided. • The description consists of telegraphic language (i.e., short and/or disconnected phrases and simple sentences), which may function as distinct items in a list. • Serious errors in language use may be present.
0	<p>The response is blank, rejects the topic, is not in English, is entirely copied from the prompt, is entirely unconnected to the prompt or consists of arbitrary keystrokes.</p>

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Writing Scoring Guide

WRITE FOR AN ACADEMIC DISCUSSION

SCORE	DESCRIPTION
5	<p>A fully successful response</p> <p>The response is a relevant and very clearly expressed contribution to the online discussion, and it demonstrates consistent facility in the use of language. A typical response displays the following:</p> <ul style="list-style-type: none"> • Relevant and well-elaborated explanations, exemplifications and/or details • Effective use of a variety of syntactic structures and precise, idiomatic word choice • Almost no lexical or grammatical errors other than those expected from a competent writer writing under timed conditions (e.g., common typos or common misspellings or substitutions like there/their)
4	<p>A generally successful response</p> <p>The response is a relevant contribution to the online discussion, and facility in the use of language allows the writer's ideas to be easily understood. A typical response displays the following:</p> <ul style="list-style-type: none"> • Relevant and adequately elaborated explanations, exemplifications and/or details • A variety of syntactic structures and appropriate word choice • Few lexical or grammatical errors
3	<p>A partially successful response</p> <p>The response is a mostly relevant and mostly understandable contribution to the online discussion, and there is some facility in the use of language. A typical response exhibits the following:</p> <ul style="list-style-type: none"> • Elaboration in which part of an explanation, example or detail may be missing, unclear or irrelevant • Some variety in syntactic structures and a range of vocabulary • Some noticeable lexical and grammatical errors in sentence structure, word form or use of idiomatic language
2	<p>A mostly unsuccessful response</p> <p>The response reflects an attempt to contribute to the online discussion, but limitations in the use of language may make ideas hard to follow. A typical response displays the following:</p> <ul style="list-style-type: none"> • Ideas that may be poorly elaborated or only partially relevant • A limited range of syntactic structures and vocabulary • An accumulation of errors in sentence structure, word forms or use
1	<p>An unsuccessful response</p> <p>The response reflects an ineffective attempt to contribute to the online discussion, and limitations in the use of language may prevent the expression of ideas. A typical response displays the following:</p> <ul style="list-style-type: none"> • Words and phrases that indicate an attempt to address the task, but with few or no coherent ideas • Severely limited range of syntactic structures and vocabulary • Serious and frequent errors in the use of language • Minimal original language; any coherent language is mostly borrowed from the stimulus
0	<p>The response is blank, rejects the topic, is not in English, is entirely copied from the prompt, is entirely unconnected to the prompt or consists of arbitrary keystrokes.</p>