

FCE – Informal Email Feedback:

Criteria:	Points (total): / 20p	Percentage: % / 100%	Grade: A / B / C / Failed	Well done:	To improve:
CONTENT ___ p / 5p	All content is relevant to the task (there is no off-topic information and no repetition of ideas).				
	All content points are fully covered				
	The candidate answers all the questions in a clear and detailed manner				
	No effort required of the reader				
	The target reader has all the information they need				
COMMUNICATIVE ACHIEVEMENT ___ p / 5p	The letter has an appropriate greeting & is addressed to the person in the task				
	The letter has an opening statement that relates to the task				
	The letter has a main body (2 paragraphs)				
	The letter has a conclusion, which links to a future answer from the reader				
	The letter has an appropriate ending, which feels natural				
	There should be no indentation & there should be some space left from the margin & paragraphs should be clearly delimited				
	There are both simple & complex ideas				
	The reader can follow the text easily, there is no break / confusion in communication (no confusing wording, no direct RO translation, etc).				
	The letter is within the word limit (140-190 words)				
	Informal register used consistently throughout (phrasal verbs – <i>go on, hang out, check out</i> -, contractions – <i>I'm, we'll, don't</i> -, informal vocabulary, informal linking words – <i>well, anyway, to sum up, in a nutshell</i> – idioms - <i>call it a day, break a leg, it's not rocket science</i>)				
	The function of the task is successfully dealt with (e.g.: giving an opinion/ making suggestions/ supporting them with arguments etc)				
ORGANISATION ___ p / 5p	Extensive use of linkers (<i>and, but, also, what's more, on top of that, well, to sum it up, in a nutshell etc</i>) used in a logical, natural way				
	The ideas are logically connected at sentence level & paragraph level				
	Gerunds, infinitives, relative clauses are used to link ideas				
	The paragraphs are balanced (conclusion symmetrical to introduction + the main body paragraphs around the same length).				
LANGUAGE ___ p / 5p	A good range of grammatical structures (<i>Past Simple/Continuous/Perfect, Conditionals, Superlative structures, Modal verbs, Passive voice</i>), used with a good degree of control				
	Appropriate vocabulary: adjectives, adverbs, verbs expressing personal opinion				
	High-level topic-related vocabulary is present				
	There are few (to no) language (grammar / vocab / spelling) mistakes, especially when it comes to simple grammar & simple topic-related vocabulary				
	The overall letter sounds natural				
	Repetitions is always avoided (using pronouns & synonyms)				

* After reading my teacher's feedback, I have decided to work on these **MOST ESSENTIAL** aspects:

1.	
2.	
3.	

** After reading my teacher's feedback, I feel **PROUDEST** of: