TEACHERS’ GUIDE TO ASSESSING TASK FULFILMENT AND STRUCTURE
B2 WRITING

Task Fulfilment

What do we mean by “Task fulfilment”?  
- To what extent has the candidate met the requirements of the task?  
- How many of the content points and functions have been covered?

CEFR descriptor for Task fulfilment at B2 level
“Can write clear, detailed descriptions […] marking the relationship between ideas in clear connected text, and following established conventions of the genre concerned.”

LanguageCert assessment criteria for Task fulfilment at B2 level

<table>
<thead>
<tr>
<th>Mark</th>
<th>Task Fulfilment</th>
<th>W1</th>
<th>W2</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Fully and appropriately addresses all 3 content points, satisfying the demands of the task and with good expansion and support. Genre and tone totally appropriate.</td>
<td></td>
<td>Fully and appropriately addresses both content points, with good expansion and support. Genre and tone totally appropriate.</td>
</tr>
<tr>
<td>2</td>
<td>Mainly satisfies the demands of the task, covering at least 2 content points with some expansion. AND Genre and tone mostly appropriate.</td>
<td></td>
<td>Mainly satisfies the demands of the task, addressing both content points with some expansion. AND Genre and tone mostly appropriate.</td>
</tr>
<tr>
<td>1</td>
<td>Responds to at least 1 content point. Partially satisfies the demands of the task, with limited expansion. AND/OR Genre and/or tone mostly inappropriate.</td>
<td></td>
<td>Partially satisfies the demands of the task, covering only one point. AND/OR Genre and/or tone mostly inappropriate.</td>
</tr>
<tr>
<td>0</td>
<td>Does not satisfy the demands of the task, responding to none of the content points appropriately. OR Off topic. OR Genre and/or tone inappropriate.</td>
<td></td>
<td>Does not satisfy the demands of the task. OR Off topic. OR Genre and/or tone inappropriate.</td>
</tr>
</tbody>
</table>

Mark 3
*Fully and appropriately addresses all 3 (Part 1) / both (Part 2) content points, satisfying the demands of the task and with good expansion and support. Genre and tone totally appropriate.*

“fully and appropriately addresses all 3 (Part 1) / both (Part 2) content points with good expansion and support”
- Only mentioning a single content point is not enough.
- Good expansion is expected (some details, examples) but we are only interested in the relevant details (candidates must focus on what they are expected to write about and avoid going off topic).
• 3 content points to be covered in Part 1; 2 content points in Part 2.
• Content points are not listed in bullet points in Part 2, however, they are clearly stated.

“genre and tone totally appropriate”
• Potential genres at B2 level:
  o Part 1: formal letter / email, article
  o Part 2: informal letter
• Candidates can find the intended genre (e.g. email / article), style (formal / informal), function (e.g. invite / persuade / describe) and audience (e.g. public / schoolmates) indicated in the instructions.
• A common mistake: inappropriate tone (e.g. many formal phrases expressions used in personal letters).

+ required length
If a piece is 50% shorter or longer than required, the candidate is awarded one mark less for Task fulfilment than they would have been otherwise.
**Structure**

**What do we mean by “Structure”?**

- Structure = coherence + cohesion + punctuation
- How is the text put together?
- Is there an attempt to link the ideas and to organise them in a coherent manner using paragraphs (introduction, conclusion etc.)?

**CEFR descriptor for Structure at B2 level**

“Can use a limited number of cohesive devices to link his/her sentences into clear, coherent text.”

**LanguageCert assessment criteria for Structure at B2 level**

<table>
<thead>
<tr>
<th>Mark</th>
<th>Structure</th>
</tr>
</thead>
</table>
| 3    | Coherent text using cohesive devices and paragraphs where appropriate.  
      AND  
      Few if any punctuation errors.  
      AND  
      Structure fully appropriate to text type. |
| 2    | Mostly coherent text with some cohesive devices and paragraphs where appropriate.  
      AND  
      Punctuation errors do not impede communication.  
      AND  
      Structure mostly appropriate to text type. |
| 1    | Not totally coherent.  
      AND/OR  
      Little use of cohesive devices  
      AND/OR  
      Inappropriate paragraphing  
      AND/OR  
      Many punctuation errors.  
      AND/OR  
      Inappropriate structure for text type. |
| 0    | Mostly incoherent.  
      AND/OR  
      Little or inappropriate use of cohesive devices.  
      AND/OR  
      Inappropriate paragraphing  
      AND/OR  
      Many punctuation errors.  
      AND/OR  
      Totally inappropriate structure for text type. |

**Mark 3**

*Coherent text using cohesive devices and paragraphs where appropriate AND few if any punctuation errors AND structure fully appropriate to text type.*

“coherent text”

- Coherence = the candidate’s ideas are logically sequenced, appropriately organized, as a result the text is easy to follow and understand.
- Cohesion = the candidate’s ideas are connected to one another.
- A common misunderstanding: cohesion does NOT ONLY come from linking devices (other methods of creating cohesion: referencing by using pronouns)

“using cohesive devices and paragraphs where appropriate”

- A common mistake: misuse of linking words (e.g. an unnatural abundance of linking words; formal linking words in personal letters; the linking words used do not make sense in the given context or are not in the correct place).
• An introductory and a closing paragraph are necessary even in case of a relatively short text (Part 1 – Write between 100 and 150 words).
• A common misunderstanding: organising the text into paragraphs does not necessarily and automatically mean that mark 3 is to be awarded for Structure (the criterion of “Structure” consists of coherence, cohesion and punctuation).
• A paragraph must consist of at least 2 sentences.

“few if any punctuation errors”
• A common mistake: overuse of commas / exclamation marks

“structure fully appropriate to text type”
• Structure is not only examined at text level but also at sentence level. At B2 level the use of complex sentence structures and relative pronouns is required.
• Using paragraphs is an expectation even in informal letters / emails.
• An article must have a title.
The instructions of a Part 2 writing task
Last night you had a wonderful time celebrating your birthday. Write a letter to a friend who couldn’t come, describing the evening and suggesting what you could do together to celebrate his/her birthday. Write between 150 and 200 words.

What do we expect here as for Task Fulfilment?
- genre: letter
- style: informal
- functions: describe and suggest
- the demands of the task are fully satisfied only if all details mentioned in the instruction are followed in the letter, namely the birthday party was last night, the candidate had a wonderful time, it was the candidate’s birthday and not someone else’s
- 2 content points to be covered: describe the evening and suggest what you could do together to celebrate his/her birthday

What do we expect here as for Structure?
- coherence at text level and sentence level
- a logical organisation of thoughts when describing the evening
- cohesive devices and structure which are appropriate to text type (letter to a friend)
- appropriate paragraphing
- correct punctuation
Sample 1 (158 words)
Dear Sue,
Last night I was in a wonderful birthday party. So I describing the birthday party for you. I arrive to Marci’s house around 7 o’clock and there was a lot of people. There were some student from our school. When Marci gave his presents he was very happy. There were a lot of food. Marci maked popcorn and we watched a film. It was a very good horror film but I cant remember the title. After that we listen to music loudly and we danced. We plaied a karaoke game and everyone sang. It was a very funny game. After that we went to a plaza we like shopping so I buy jeans. When we bored we go back the house. Every people were tired so we watched an other film but I cant watch it because I fall sleep. So in my opinion it was a very good party. I cant wait hear for you.
Take care,
Lilla

Task Fulfilment: mark 1
Responds to at least one content point: gives a detailed description of a friend’s birthday party (instead of her own) but does not make any suggestions about how to celebrate Sue’s birthday. Partially satisfies the demands of the task, with limited expansion.

Structure: mark 1
Not totally coherent. There is little use of cohesive devices, inappropriate paragraphing. The sentences are not as complex as required at B2 level, certain phrases reoccur (e.g. after that…).

Sample 1 – modified version (229 words)
Dear Sue,
How are you? I hope better. I am sorry you couldn’t come to my birthday party with your broked leg, the evening was unforgettable. I’d like to share with you every details.
You know my party was in Marci’s house because our flat is too tiny. I arrived around 7 o’clock and there was a lot of people: some student from our school but also from the aerobics studio which I attend. Of course I got my presents first and I was very happy. My friends prepare a lot of tasty food: pizzas, ice cream and snacks. Marci maked my favourite popcorn (with caramel, you know I love it!) and we watched a film. It was a very good horror film but I can’t remember the title. Then, as always, we played a karaoke game and everyone sang. After singing and dancing so lot, everyone were tired so we watched another film but unfortunately I can’t watch it until the end because I fell asleep.
Oh, before I forget, your birthday coming soon, it is next month. I want to organise something special for you and I have lot of ideas. We can start in the nearby plaza with shopping and after that have party with friends. What do you think on my ideas?
I will call you and we will talk the details about your birthday.
Take care,
Lilla

Task Fulfilment: mark 3
Fully and appropriately addresses both content points, satisfying the demands of the task and with good expansion and support. Genre and tone totally appropriate.

Structure: mark 2
Mostly coherent text with cohesive devices and paragraphs where appropriate. Punctuation errors do not impede communication. Structure is appropriate to an informal letter.
Dear Amy

It's such a shame, that you missed Rebeka's party! Although I'm sorry nobody invited you. We had an awsome time! As a matter of fact, a lot of people came to celebrate. We held the party in Rebeka's flat. The people started coming at like 6am. First and foremost, when everybody got there, they gave Rebeka their presents. Secondly, when they finished with their presents, Peter said he wanted to ask me something important.

Yeah, he proposed! I'm so happy, and, of course I said, yes! But oh well… Balázs came, too. Nevertheless, I didn’t really want to see him, so I told him to go. It was really awkward! He loves me and I love him, too, but, now I decided to marry Peter because every cloud has a silver lining. But, I know Balázs for a long time and we can't forget each other. What should I do in your view?

All in all, next time we must celebrate your birthday! I will suggest something soon.

Love you Lili

Task Fulfilment: mark 0
Candidate does not satisfy the demands of the task, responds to none of the content points appropriately (not her birthday, no proper description of the evening, no suggestion made). Some of the text is off topic (complications in Lili’s love life). Genre and tone are inappropriate (formal and informal get mixed).

Structure: mark 1
Not totally coherent text. Inappropriate use of cohesive devices (formal linking words, e.g. as a matter of fact, first and foremost, nevertheless), inappropriate paragraphing. Many punctuation errors.

Sample 2 – modified version (203 words)

Dear Amy

It’s such a shame, that you missed my party. We had an awesome time!

A lot of people came to celebrate. We held the party in our flat. The people started coming at like 6am. When everybody got there, they gave me their presents: I was given a designer T-shirt with birds on it, an incredibly colourful china from Taiwan, a big Teddy bear shaped pillow! When they finished with their presents, Peter said he wanted to ask me something important. Yeah, he proposed! I was over the moon, and, of course I said, yes!

Well, the food was amazingly tasty. My mum baked me such a cake!! It was strawberry flavoured, and you know, how obsessed I am with strawberry! I ate so much I can barely move even now!

And oh well… Balázs came, too. I don’t know how on earth he got to know about my party, but once he just showed up. I didn’t really want to see him, so I told him to leave, so he walked away without saying a word.

What about your birthday? Shall we visit that great restaurant that you’ve mentioned?

I can’t wait to tell you every single detail in person!

Love you

Lili

Task Fulfilment: mark 2
Mainly satisfies the demands of the task, addresses both content points but expansion is not good enough as for the second content point (only mentions it but does not elaborate on it). Genre and tone are appropriate.

Structure: mark 2
Mostly coherent text with some cohesive devices, appropriate structure. Paragraphs where appropriate. However, there are many punctuation errors (commas, exclamation marks).