



1. The table below gives the correct answer for each multiple-choice question in this test across version 1. All 4 versions have the same order of questions, hence this can be used for other versions too.

2. If you are evaluating these questions on paper, please award the student 1 mark for choosing the right option for each question.

Q.No	Correct Answers - Version 1
1	A
2	B
3	D
4	A
5	C
6	B
7	C
8	B
9	A
10	B
11	C
12	D
13	C
14	B
15	D
16	A
17	A
18	D
19	B
20	B



Q.No	What to look for	Marks
21	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ Expresses the intent of the letter with a strong sense of purpose matching the brief given [0.50 marks]</li> <li>◆ Uses a formal tone and appropriate vocabulary [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1
	<p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Includes all components of a formal letter (date, sender and receiver addresses, subject line, opening and closing salutations) following the correct format [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	0.5
	<p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	0.5
22	<p><b><u>Content</u></b></p> <ul style="list-style-type: none"> <li>◆ Presents a clear main idea and well-developed supporting points and writes a minimum of five sentences [0.50 marks]</li> <li>◆ Uses appropriate vocabulary that is relevant to the context and fulfils the word count requirement [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1



Q.No	What to look for	Marks
	<p><b><u>Organisation</u></b></p> <ul style="list-style-type: none"> <li>◆ Presents sentences that have a clear progression [0.50 marks]</li> <li>◆ Avoids inconsistencies and deviations from the main idea [0.50 marks]</li> </ul> <p><i>Award the full allotted marks for each criteria that meets the stated expectations. Award half of the allotted marks for each criteria that needs improvement. Award 0 marks for each criteria that does not meet the stated expectations.</i></p>	1
	<p><b><u>Language Mechanics</u></b></p> <ul style="list-style-type: none"> <li>◆ Uses correct grammar, spelling and other language mechanics</li> </ul> <p><i>Award the full allotted marks if there are only one or two minor errors. Award half of the allotted marks if there is one major error. Award 0 marks if there is more than one major error.</i></p>	1

End of Questions in Paper