

STEP 7: INDIVIDUAL WORK. SCORE YOUR PRODUCTION!

- **7A: Fill in this evaluation rubric.** Don't forget to attach it to your letter (it's your evidence!!)

DESCRIPTOR	LOW 1-2	3-4	5-6	7-8	9-10 HIGH	EVIDENCE (PARAG/LINE)
Letter structure	Letter does not follow the format at all	Letter lacks most of the format requirements	Letter lacks some of the format requirements	Letter lacks just one of the parts.	Letter has a perfect structure and does not lack any of the parts.	
Connectors	Letter does not include a single connector.	Letter includes just one or two connectors, and they are really basic	Letter includes a few suitable connectors (contrast, reason, sequencing...). Some repetitions.	Letter includes several suitable connectors, although there is one repetition.	Use of connectors is perfect: suitable in number and use. No repetitions.	
Use of personal information	Letter strongly shows the writer feelings and emotions. Lots of irrelevant information is given.	Letter shows some of the writer feelings . Information is somewhat irrelevant	Feelings and emotions are shown just once, and/or there is some irrelevant information.	Neither feelings nor emotions or any kind of irrelevant information is shown.	Neither feelings nor emotions or any kind of irrelevant information is shown.	
Neatness	Letter is not neat in any manner	Letter is not neat	Letter is somewhat neat	Letter is neat but there are some problems	Letter is totally neat!!	
Word order	The writer does not take word order into account in any manner.	Word order contains major errors	Word order contains several errors	Word order contains a few errors	Word order is perfect!	
Punctuation and capitalisation	The writer does not take punctuation and capital letters into account in any manner.	Punctuation and capitalisation contains major errors	Punctuation and capitalisation contains several errors	Punctuation and capitalisation contains a few errors	Punctuation and capitalisation is perfect!	
Formal language	The writer does not use formal language nor uses the opening formal sentences provided by the teacher in any manner.	Formal language is somewhat used, and contains major errors.	Formal language is used throughout the letter, but contains several errors	Formal language is used throughout the letter, but contains a few errors	Use of formal language is perfect!	
Use of verb tenses	The writer does not take use of verb tense into account in any manner.	Use of verb tenses contains major errors	Use of verb tenses contains several errors	Use of verb tenses contains a few errors	Use of verbs is perfect!	

Vocabulary	Poor vocabulary and no use of synonyms. Incorrect words to refer to degrees/diplomas/certificates. Lots of spelling errors.	Basic vocabulary and somewhat repeated. No synonyms. Use of words to refer to degrees and diplomas but with major errors.	Basic vocabulary. No repetitions, some synonyms. Use of some adjectives to describe personality and skills. Use of specific vocabulary, but with several errors	Varied vocabulary. No repetitions and several synonyms. Correct use of specific vocabulary and adjectives, but with a few errors.	A wide range of vocabulary including specific vocabulary, adjectives describing personality and skills. A good use of synonyms and no repetitions. No errors. Use of vocabulary is awesome!!	
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FUNCIÓ I ÚS DEL PEL EN LA PROPOSTA

- **BIOGRAFIA LINGÜÍSTICA:** Fóra aconsellable que, després d'aquesta unitat o família de seqüències l'alumnat dediqués uns minuts per revisar la biografia del seu PEL i veure si hi poden reflectir alguna millora o noves creuetes en els diferents descriptors, especialment en l'apartat "QUÈ SE FER AMB LES MEVES LLENGÜES" I "COM APRENC".
- **DOSSIER:** L'alumnat afegirà al seu dossier dues seqüències obligatòries. La carta formal i el currículum vitae, tot i que se li donarà opció a afegir alguna de les altres seqüències proposades per a aquesta unitat (això ho farà en un apartat del dossier que es diu "My favourites". **SEMPRE ADJUNTANT-HI LA PAUTA METACOGNITIVA D'AUTOAVALUACIÓ.**

PAPER DEL PROFESSORAT EN L'AVALUACIÓ

El paper del professorat és altament rellevant en aquest procés avaluatiu, ja que és aquest qui dóna el vist-i-plau i les indicacions i recomanacions pertinents a les apreciacions i qualificacions que l'alumnat s'ha atorgat a sí mateix. Per a que l'alumne superi la unitat amb èxit (en aquest cas la titulada "searching for a job") cal que hagi superat cada una de les seqüències que obligatòriament ha d'incloure al dossier. El fet d'afegir-ne d'opcionals (seqüències de l'estil d'aquesta, fetes i ja avaluades, però que no és obligatori presentar) pot fer pujar la nota de l'alumne. El sistema de ponderació pot ser el mateix que fem servir habitualment (calcular la mitjana o bé ponderar les tasques amb percentatges diversos, d'acord amb el seu grau de dificultat o importància) però el que és realment interessant i novedós és que **L'ALUMNE HA PARTICIPAT ACTIVA I REFLEXIVAMENT EN AQUEST PROCÉS, LA QUAL COSA L'AJUDA A ASSIMILAR I RETINDRE DOBLEMENT ALLÒ QUE HA APRÈS.**