

| M1 Written Assignment - Cover Letter  |  | Marking Criteria |  |
|---|--|------------------|--|
| Name:   |  | Group:           |  |
| LAYOUT, STRUCTURE, CONTENT (12 points)  |  |                  |  |
| A – letter layout: subject line (optional), greetings, sign off   |  | /2               |  |
| B – Opening / introduction: position you're applying for, who you are, what you've majored in, what field you want to work in   |  | /2               |  |
| C – Body paragraphs: your ability to link specific skills, experience and studies to the requirements mentioned in the job offer<br>+1 bonus for relating to the ethos of the company |  | /5               |  |
| D – Motivation: marks of interest or dedication to the job  |  | /1               |  |
| E – Closing: recap, request for an interview/ future contact  |  | /2               |  |
| LANGUAGE (8 points)   |  |                  |  |
| F – Use of linking words and expressions to convincingly introduce, organise and connect ideas  |  | /1               |  |
| G – Grammatical precision: correct use of tenses, prepositions, articles, pronouns, possessives, etc...   |  | /3               |  |
| H – Vocabulary: adequate range of words and expressions to talk about yourself and your field in a professional context   |  | /3               |  |
| I – Adequate register   |  | /1               |  |

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