

**Please Note:**

This trial test is **not** a live Cambridge English examination. The scores provided may not reflect the results your students receive in a live Cambridge English examination.

Candidate Feedback - Writing Trial Test			
<b>Centre Name</b>	College of Languages	<b>Exam</b>	CAE
<b>Pretesting Centre No.</b>	1375	<b>Version</b>	TT503

The scores below should be understood with reference to the Assessment Scales at the end of this document and in the *Handbook for Teachers*.

No.	Candidate Name	Content (score out of 5)	Communicative Achievement (score out of 5)	Organisation (score out of 5)	Language (score out of 5)
1.	Gracja Ryznar 55%	5	2	2	2
	You have written an appropriate proposal for your manager covering all the main points. The way you organised the proposal into sections with headings was logical and helped the reader understand your main points. Next steps: think about how you can extend your writing – try to include examples of the things you talk about. Expanding your vocabulary might help with this.				
2.	Julia Madej 10%	1	0	1	0
	You have talked about many of the aspects required and have used some appropriate vocabulary related to the workplace. However, unfortunately, the task required you to write a proposal to your manager, rather than a talk to new employees. Next steps: find some examples of proposals so you can see the language required in this type of task.				
3.	Ewa Kłapcińska 35%	1	1	2	3
	You have included many aspects of a company's work using some appropriate advanced vocabulary ( <i>not to do things sluggishly, it is crucial to...</i> ) and have structured your response well. However, the task requires you to write a proposal for the manager rather than something written for the new employees. Next steps: make sure you understand the task before you start writing				
4.	Igor Miller 25%	1	1	1	2
	You have written a response using a variety of interesting vocabulary appropriate to the workplace. However, you have not responded to the task, which was to write a proposal for your manager. While you start your response in this way you quickly change focus and address your words to an employee. Next steps: remember who you are writing to and maintain your focus.				
5.	Marlena Tomczak 40%	5	1	1	1
	You have written an appropriate proposal for your manager addressing all the main points in the task. You have used appropriate vocabulary too. Next steps: revise your main verb tenses and expand the number of verbs you know. Try to find alternatives for "I would like to notice" for example.				
6.	Maja Ciesielska 55%	5	2	2	2
	You have written a clear proposal for your manager using appropriate headings and sections. Next step: try to expand your vocabulary so that you have other ways to reiterate your ideas without using the same language.				

7.	Paulina Bartłomiejczyk 35%	2	2	2	1
	You have addressed the key points of the task and have used descriptive language to talk about the working environment. However, although you started by addressing your proposal to your manager, you seem to lose focus part-way through and start addressing a new employee. Next steps: remember to proof-read your work to check that you are saying what you think you are.				
8.	Agata Estemberg 20%	1	1	1	1
	You have addressed all the key aspects required of working in your company and the new employee would be informed. However, unfortunately the task required you to write a proposal for your manager (not the new employee) so your focus was not entirely correct. Next steps: remember to proof-read your work to avoid making simple errors such as <i>the atmosphere is <b>always</b> friendly, every employee have.</i>				
9.	Kamila Stańczak 35%	3	1	1	2
	You have written a structured piece with logical sections and headings and you have used a lot of relevant vocabulary. However, it is not always clear who you are writing for or what your purpose is. Next steps: before you start writing be sure in your own mind what you are writing and express your purpose in your first paragraph.				
10.	Adrianna Urbańska 60%	5	2	2	3
	You have written an appropriate proposal for your manager using a range of relevant vocabulary and addressing all the required points. Next steps: try to make your proposal writing more persuasive by using language which is more convincing rather than descriptive.				
11.	Sylwia Skoneczna 65%	5	3	3	2
	A well-organised and persuasive proposal where you have backed up all your ideas with rationale or examples. Next steps: find some more ways you can introduce your ideas in your introduction to add some more sophistication and purpose to your writing.				
12.	Katarzyna Jedraszek 55%	5	2	2	2
	A well-organised and convincing proposal. You have supported your ideas with examples and have written in an appropriate style to your manager. Next steps: revise the use of definite and indefinite articles (the/ a/ an). If you use more of these in your sentences, your writing will flow more smoothly.				
13.	Jeremi Andrzejewski 20%	1	1	1	1
	Your answer looks like a proposal and you have attempted to address the main points from the task. However, this proposal should have been from you to your manager discussing your plans for the new employees. Next steps: make sure you understand the task before you start writing. Please also check your work afterwards to make sure you have not made basic errors such in the use of definite and indefinite articles.				
14.	Julia Fiedorowicz 50%	4	2	2	2
	You have written a well-organised proposal for your manager covering most of the main points required by the task. Next steps: try to find and practise some more ways to join ideas, particularly when one idea connects to the previous one (for example, <i>so that</i> ). Remember too to revise conditionals – these could help add life to your writing and help you join ideas.				

<b>15.</b>	Piotr Tomaszewski 555	5	2	2	2
	Your proposal is appropriate in both content and language and addresses the key aspects of the task. You write quite richly with a range of vocabulary – be careful that your register (ie the formality of your writing) is consistent throughout.				
<b>16.</b>	Aleksandra Urbanek 255	1	1	1	2
	You have addressed all the key aspects required of working in your company and the new employee would be informed. However, unfortunately the task required you to write a proposal for your manager (not the new employee) so your focus was not entirely correct. Next steps: remember to proof-read your work to avoid making simple errors. Try also to maintain your register throughout your writing – on occasion you mixed formal and informal and this distracted from your message.				
<b>17.</b>	Damian Kolczyński 65%	5	3	2	3
	An appropriate well-organised proposal where you have used many items of vocabulary successfully. Next steps: revise the use of articles (the/a/ an)- if you include these more accurately in your work it will make it even easier for your reader to understand your message.				
<b>18.</b>	Gabriela Szubert 355	1	2	2	2
	You have addressed all the key aspects required of working in your company and the new employee would be informed. However, unfortunately the task required you to write a proposal for your manager (not the new employee) so your focus was not entirely correct. Next steps: check the use of linking words such as <i>In case</i> – you need to be more accurate with the words that follow such phrases.				
<b>19.</b>	Janusz Jagiełło 35%	1	2	2	2
	You have addressed all the key aspects required of working in your company and the new employee would be informed. However, unfortunately the task required you to write a proposal for your manager (not the new employee) so your focus was not entirely correct. Next steps: check that your writing is always directed towards the right person.				
<b>20.</b>	Aleksandra Lobka 25%	3	1	1	0
	You have structured your proposal logically and have addressed the main points required by the question. To improve your writing you need to focus your proposal: remember who your reader is and write to them. Also revise linking words and phrases to make sure you are using them in the most appropriate way.				
<b>21.</b>	Zuzanna Wądołowska 30%	1	1	2	2
	You have written a lively and enthusiastic piece which would inform a potential new employee with a lot of information about the company. However, the task asked you to write a proposal <i>to your manager</i> . Next steps: remember to proof-read your work to make sure you are not making basic errors ( <i>very hot or very cold climates</i> ).				
<b>22.</b>	Maja Sokołowska 30%	1	1	2	2
	You have addressed all the key aspects required of working in your company and the new employee would be informed. However, unfortunately the task required you to write a proposal for your manager (not the new employee) so your response was not entirely relevant. Next steps: remember to proof-read your work to make sure you are not making basic errors ( <i>it is not that usually, it make better atmosphere</i> ).				

<b>23.</b>	Adrian Ostrowski 30%	1	1	2	2
	You have addressed many of the key aspects required of working in your company and the new employee would be informed. However, unfortunately the task required you to write a more formal proposal <i>for your manager</i> (not the new employee) so your response was not entirely relevant. Next steps: remember to proof-read your work to make sure you are not making basic errors ( <i>we employ specialists, we got</i> ).				
<b>24.</b>	Piotr Zasada 35%	1	1	2	3
	You have written a friendly welcome to new employees who would feel well-informed. However, unfortunately the task required you to write a more formal proposal <i>for your manager</i> (not the new employee) so your response was not entirely relevant. Next steps: learn about and practise the formal persuasive style of writing expected in proposals..				
<b>25.</b>	Krzysztof Klimek 30%	1	1	2	2
	You have written a friendly welcome to new employees who would feel well-informed. However, unfortunately the task required you to write a more formal proposal <i>for your manager</i> (not the new employee) so your response was not entirely relevant. Next steps: learn about and practise the formal persuasive style of writing expected in proposals..				
<b>26.</b>	Michał Sniady 40%	1	1	3	3
	You have written a formal introduction for new employees who would feel well-informed and welcome. However, unfortunately the task required you to write a more formal proposal <i>for your manager</i> (not the new employee) so your response was not entirely relevant. Next steps: learn about and practise the persuasive style of writing expected in proposals..				
<b>27.</b>	Weronika Bołtrimiuk 25%	1	1	1	2
	You have written a friendly welcome to new employees who would feel well-informed. However, unfortunately the task required you to write a more formal proposal <i>for your manager</i> (not the new employee) so your response was not entirely relevant. Next steps: you can improve the quality of your writing by checking it carefully. In particular, focus on agreement, eg <i>this meetings, international contacts helps</i> .				
<b>28.</b>	Klaudia Świątek 20%	1	1	1	1
	You have written a description of your company which contains a lot of information. However, unfortunately the task required you to write a more formal proposal <i>for your manager</i> so your response was not entirely relevant. Next steps: learn about and practise the formal persuasive style of writing expected in proposals.				
<b>29.</b>	Sandra Gadułka 20%	1	1	1	1
	You have written a well-structured introduction for new employees and they would feel well-informed about your company. However, unfortunately the task required you to write a more formal proposal for your manager (not the new employee) so your response was not entirely relevant. Next steps: make sure that your sentences are always complete; there are times when you used a full stop instead of a comma. This will help make it easier for your reader to follow your writing				
<b>30.</b>	Oliwia Majsterek 60%	5	2	3	2
	You have structured your proposal logically and have addressed the main points required by the question. Dividing the proposal into sections with headings was a good idea. Next steps: be more aware of the register of your writing; try to maintain the same level of formality throughout (for example, avoid words like <i>newby</i> in a formal proposal.				

## Assessment Scales

C1	Content	Communicative Achievement	Organisation	Language
5	All content is relevant to the task. Target reader is fully informed.	Uses the conventions of the communicative task with sufficient flexibility to communicate complex ideas in an effective way, holding the target reader's attention with ease, fulfilling all communicative purposes.	Text is a well-organised, coherent whole, using a variety of cohesive devices and organisational patterns with flexibility.	Uses a range of vocabulary, including less common lexis, effectively and precisely.  Uses a wide range of simple and complex grammatical forms with full control, flexibility and sophistication.  Errors, if present, are related to less common words and structures, or occur as slips.
4	<i>Performance shares features of Bands 3 and 5.</i>			
3	Minor irrelevances and/or omissions may be present. Target reader is on the whole informed.	Uses the conventions of the communicative task effectively to hold the target reader's attention and communicate straightforward and complex ideas, as appropriate.	Text is well organised and coherent, using a variety of cohesive devices and organisational patterns to generally good effect.	Uses a range of vocabulary, including less common lexis, appropriately.  Uses a range of simple and complex grammatical forms with control and flexibility.  Occasional errors may be present but do not impede communication.
2	<i>Performance shares features of Bands 1 and 3.</i>			
1	Irrelevances and misinterpretation of task may be present. Target reader is minimally informed.	Uses the conventions of the communicative task to hold the target reader's attention and communicate straightforward ideas.	Text is generally well organised and coherent, using a variety of linking words and cohesive devices.	Uses a range of everyday vocabulary appropriately, with occasional inappropriate use of less common lexis.  Uses a range of simple and some complex grammatical forms with a good degree of control.  Errors do not impede communication.
0	Content is totally irrelevant. Target reader is not informed.	<i>Performance below Band 1.</i>		