

Assessment Grid – HECFRAN – May 2020

(1) Introduction and conclusion	The introduction and the conclusion each comprise a single paragraph and clearly contain each of the expected elements for these two parts. The introduction mentions the assignment (briefing note for the employer). 10	The introduction and the conclusion each comprise a single paragraph, but do not clearly contain each of the expected elements for these two parts. The introduction mentions the assignment (briefing note for the employer). 8	The introduction or the conclusion are not precise or complete. 6	The conclusion and/or introduction is not precise, complete, present or well developed. 4	Neither the conclusion nor the introduction is precise, complete, present or well developed. 2	Neither the conclusion nor the introduction meets expectations. 1
(2) Idea relevance	The development consists of only relevant ideas from the press kit related to the assignment. 10	The development consists of generally relevant ideas from the press kit related to the assignment. 8	The development consists of a few relevant ideas from the press kit, but also contains superfluous ideas. 6	The development consists of mostly superfluous ideas. 4	The development does not present any relevant ideas. 2	The ideas are off topic. 1
(3) Idea development and clarity	The ideas are all developed well and rephrased clearly and accurately. 10	The ideas are generally clear and developed well, and are all rephrased. 8	Some ideas lack clarity, are poorly rephrased or are underdeveloped, but the text is still coherent. 6	The ideas are underdeveloped and improperly rephrased, which makes the text less coherent. 4	Some ideas are too underdeveloped and poorly rephrased ideas make the text incoherent. 2	The development of ideas does not meet expectations at all. 1

<p>(4) Coherence and sequencing</p>	<p>Each paragraph forms a unit of content. The main idea is clearly stated. The information flows well with the help of linking words so that links can be made between and within sentences.</p> <p style="text-align: center;">10</p>	<p>Each paragraph forms a unit of content. The main idea is stated. The information generally flows in a logical order with the help of reference and linking words.</p> <p style="text-align: center;">8</p>	<p>The paragraphs are not always well formed. The information flows, but sometimes awkwardly. The reference and linking words used are more or less well chosen.</p> <p style="text-align: center;">6</p>	<p>The text is not organized in a logical manner. The information does not flow well.</p> <p style="text-align: center;">4</p>	<p>The text is written without any logical structure or organization. The poor flow of ideas makes it difficult to understand. There are either no linking words or none that are appropriate.</p> <p style="text-align: center;">2</p>	<p>The text is incoherent and poorly structured.</p> <p style="text-align: center;">1</p>
<p>(5) Respecting instructions</p>	<p>The student followed all the instructions for the briefing note (2 points of view presented, references to the articles in parentheses, objectivity).</p> <p style="text-align: center;">10</p>	<p>The student generally followed instructions for the briefing note.</p> <p style="text-align: center;">8</p>	<p>The student did not follow all the instructions for the briefing note.</p> <p style="text-align: center;">6</p>	<p>The student partially followed instructions for the briefing note.</p> <p style="text-align: center;">4</p>	<p>The student mostly did not follow instructions for the briefing note.</p> <p style="text-align: center;">2</p>	<p>The student did not follow the instructions for the briefing note at all.</p> <p style="text-align: center;">1</p>
<p>(6) Vocabulary scope (this criterion is assessed qualitatively)</p> <p>Correction code : V</p>	<p>The vocabulary is varied and precise. The words and expressions used are clearly specific to the topic.</p> <p style="text-align: center;">10</p>	<p>The vocabulary is accurate. The words and expressions used are appropriate for the topic.</p> <p style="text-align: center;">8</p>	<p>A few Anglicisms, foreign words or repetitions are apparent but the vocabulary is generally appropriate for the topic.</p> <p style="text-align: center;">6</p>	<p>The vocabulary lacks accuracy. The text contains Anglicisms, foreign words, repetitions or invented words that make it difficult to understand.</p> <p style="text-align: center;">4</p>	<p>The text contains a limited vocabulary: Anglicisms, repetitions, foreign, invented or misused words that make it difficult to understand.</p> <p style="text-align: center;">2</p>	<p>The vocabulary does not meet expectations at all.</p> <p style="text-align: center;">1</p>
<p>(7) Syntax rules followed</p>	<p>The sentences are well written and punctuated.</p>	<p>The sentences are generally well written and punctuated.</p>	<p>The sentence structure and punctuation are sometimes poor, but the text is still coherent.</p>	<p>The sentence structure and punctuation are often poor, which makes the text difficult to understand.</p>	<p>The lack of sentence structure and poor punctuation make the text incoherent.</p>	<p>Syntax does not meet expectations at all</p>

Correction code: S, P	(0 error) 10	(1 to 2 errors) 8	(3 to 4 errors) 6	(5 to 6 errors) 4	(7 to 8 errors) 2	(9 errors or +) 1
(8) Conjugation rules followed Correction code: C	Verb tense agreement makes it easy to understand time within the text, and the verbs are properly conjugated most of the time. (0 error) 10	Some verb tenses are not in agreement. The same type of error appears several times. (1 to 2 errors) 8	There are several errors in verb conjugation but, overall, there is cohesive verb tense usage in the text. (3 to 4 errors) 6	Time is unclear within the text due to numerous verb tense and conjugation errors. (5 to 6 errors) 4	There is no cohesive verb tense usage and the verbs are poorly conjugated. (7 to 8 errors) 2	Verb conjugation does not meet expectations at all. (9 errors or +) 1
(9) Nominal group rules followed Correction code: A	Nominal group agreement is followed (gender and number). (0 error) 10	Nominal group agreement is mostly followed. (1 to 2 errors) 8	Nominal group agreement is partially followed. (3 to 4 errors) 6	Nominal group agreement is not often followed. (5 to 6 errors) 4	Nominal group agreement is not followed. (7 to 8 errors) 2	Nominal group agreement does not meet expectations at all. (9 errors or +) 1
(10) Spelling rules followed Correction code: O	The spelling rules are followed. (0 error) 10	The spelling rules are generally followed. (1 to 2 errors) 8	The spelling rules are partially followed. (3 to 4 errors) 6	The spelling rules are not often followed. (5 to 6 errors) 4	The spelling rules are not followed. (7 to 8 errors) 2	Spelling does not meet expectations at all. (9 errors or +) 1