

## English Formal writing: letter of application & CV HAVO 5

Content, Vocabulary & Format			
aspect		points	score 1x
Format letter	address, date, salutation	0-1	
	paragraphs	0-2	
Vocabulary	formal language	0-2	
	linking words	0-3	
	variation/creativity	0-3	
Content	Intro: referring to vacancy/reason for writing	0-2	
	Meeting the requirements	0-2	
	Why perfect candidate	0-2	
	Closing paragraph	0-1	
Format CV	personal details, profile, education, etc	0-3	
Vocabulary	formal language	0-2	
	variation/creativity	0-2	
Total: content, vocabulary & format			/25
Wrong word, grammar & spelling			
aspect		points	score 2x
Wrong word/grammar	0 mistakes	7	
	1-3	6	
	4-6	5	
	7-9	4	
	10-12	3	
	13-15	2	
	16-18	1	
	> 18	0	
Spelling	0 mistakes	3	
	1-4	2	
	5-8	1	
	>9	0	
Total: wrong word, grammar & spelling			/20
Overall score:			/45