

## The Assessment of Writings

- Lay out**     heading on the left side (name, group, date) – in footer  
title: suitable to the text  
paragraphs: suitable amount of paragraphs (tabulator), 4 – 5 (including introduction + conclusion)  
introduction, conclusion  
line space 1,5; Times New Roman Type; letter size – 12, quad (zarovnat do bloku)  
linking words (*first of all, firstly, secondly, thirdly, in addition, moreover, furthermore, so, as a result, what is more, next, therefore, however, on the other hand, in fact, for example, for instance, in contrast, finally, lastly, last but not least, in conclusion, to sum up, on the whole*)
- Vocabulary**     suitably used of words (based on your own vocabulary or correctly chosen in the dictionary), **do not repeat words like is, have, but, better, be, etc., rich vocabulary**
- Grammar**     mistakes like Wrong Tense, wrong Word Order in sentences, missing Articles, wrong Prepositions, wrong Word Class, Spelling, Punctuation, etc.
- Style**     your style of writing (including – fluency of the text, comprehensibility, creativity, coherency, etc.)  
distinction of formal<sup>1</sup> (essay, summary, application letter) and informal style (informal letter, email)
- Creativity**     good ideas, interesting information, original arguments, etc.

**Advice:** before you hand it in (send it) **check** the lay out, spelling mistakes, word order in sentences, etc.

---

<sup>1</sup> Formal paper – do not use shortened forms of verbs, do not use translated Czech metaphoric expressions, use passive voice, etc.

**Handing in** – in time to “odevzdávárna”, if you are sending a corrected paper, mark is with numbers 2, 3,...

Abbreviations (that appear in your essays after I check them) and their meanings:

V - missing word  
Gr. – grammar  
P – punctuation  
Prep. – preposition  
Spl. – spelling  
T – tense  
WC – word class  
WO – word order in sentences  
WW – wrong word  
BW – better word

Grading of above mentioned items

1. Excellent
2. Very good
3. Good
4. Needs improvement
5. Very Poor

Word Order – SVOMPT (subject, verb, object, manner, place, time) (podmět, sloveso, předmět, PUZ, PUM, PUČ)