

Rubric We are not one but many



	Excellent	Good	Needs improvement	Low performance
1. You can find information about an NGO using different sources.	You use different techniques, such as skimming, scanning or active listening in an effective way to find appropriate information from different oral and written sources about an NGO. (10)	You use some techniques, such as skimming, scanning or active listening to find some information from oral or written sources about an NGO. (7,5)	You use at least one technique to find information from oral or written sources about an NGO (skimming, scanning or active listening). (5)	You have difficulties understanding oral or written texts to get information about an NGO. (2,5)
2. You can send a formal email including its four parts.	You send a totally coherent and cohesive email with a formal subject line, opener, body and closing without mistakes. (10)	Your email is coherent and cohesive with a formal subject line, opener, body and closing, however, there are some mistakes that do not prevent understanding. (7,5)	Your email includes a formal subject line, opener, body and closing, however, it lacks some cohesion and coherence. (5)	Your email misses one or some of these parts: a formal subject line, opener, body or closing. Mistakes make it difficult to understand. (2,5)
3. You can use formal	You are aware of the characteristics of formal	You are sometimes aware of the characteristics of	You are seldom aware of the characteristics of	You are never aware of the characteristics of formal

language to write a formal email.	language and you use a proper language register. (10)	formal language and you use a proper language register. (7,5)	formal language and you use a proper language register. (5)	language and you use a proper language register. (2,5)
4. You can create a roll-up including its different sections.	Your roll-up includes the different sections it requires in a clear way and without mistakes. (10)	Your roll-up includes the different sections it requires in a clear way, however, there are some mistakes. (7,5)	Your roll-up includes the different sections but not in a clear way. (5)	Your roll-up only includes some of the different sections. (2,5)
5. You can write a message considering the features of an informational text.	Your message is cohesive and coherent and it is organized considering the features of an informational text to make it clear. (10)	Your message is cohesive and coherent and it is well-organized, however, there are some mistakes. (7,5)	Your message is well-organized but it lacks cohesion and coherence. (5)	Your message does not present a clear structure and lacks cohesion and coherence. (2,5)
6. You can design an appealing roll-up.	The organization of the elements of your roll-up is harmonic, including appropriate fonts, colours and your own pictures. (10)	The organization of the elements of your roll-up is mainly harmonic, and it includes appropriate fonts, colours or your own pictures. (7,5)	The organization of the elements of your roll-up is sometimes harmonic, and it includes some inadequate pictures or fonts. (5)	The organization of the elements of your roll-up is not harmonic and the fonts and pictures used are not adequate. (2,5)

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