

# More about Writing

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## 1. How is the book structured?

The book consists of three main parts and two appendices.

### Part One

An introduction that serves as a background to the tasks:

- Modern language examinations,
- CEF scales,
- Standard setting in assessing writing,
- Description of the writing skill,
- Differences between spoken and written language use
- The writing process

### Part Two

- A detailed description of how to design writing tasks with good and bad examples
- Task types most frequently used in modern European examinations (for example, letters of request, discursive compositions) with sample performances and analyses of their characteristics
- Practical tips for both teachers and students

### Part Three

- Gives an introduction to the most frequently used rating scales
- Introduces the writing scale developed by the Hungarian Examinations Reform Teacher Support Project
- Discusses in separate chapters the four criteria of the writing scale and what is assessed under each criterion
- Provides answers for the most frequently asked questions in connection with the rating process and the four criteria of the rating scale
- Presents sample student performances (scripts written by Hungarian secondary school students) with marks and justifications for the marks awarded
- Provides practice in rating scripts (justifications and marks are given in the Key)
- Each chapter ends with a section of implications for teaching which gives suggestions for teachers of writing

### Appendices

- “Guidelines for item writers” is a collection of practical suggestions for those who wish to design tasks
- The Glossary explains the general testing and writing-skills related terminology

## **2. How does the book help me?**

- What the skill of writing is
- What makes the difference between spoken and written texts
- What makes a writing task communicative
- What are the most frequent types of writing tasks used in modern European examinations
- How to select tasks to test writing skills
- What makes a good writing task
- How to design writing tasks
- How to rate marking tasks (what features of the script to look at)
- How to guarantee that the rating is fair
- How to prepare students for the writing examination
- What to do in the examination to achieve the best results
- How to use the practice tasks