# Interpersonal Writing: Relay Telephone Message

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
<th>Task Completion</th>
<th>Delivery</th>
<th>Language Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>EXCELLENT</td>
<td>E-mail is thorough and detailed, including necessary information; well-organized and coherent, with a clear progression of ideas; use of appropriate transitional elements and cohesive devices; well-connected discourse of paragraph length</td>
<td>Consistent use of register appropriate to situation</td>
<td>Rich and appropriate vocabulary and idioms, with minimal errors; wide range of grammatical structures, with minimal errors</td>
</tr>
<tr>
<td>5</td>
<td>VERY GOOD</td>
<td>E-mail is complete, including necessary information; well-organized and coherent, with a progression of ideas that is generally clear; some use of transitional elements and cohesive devices; connected discourse of paragraph length</td>
<td>Consistent use of register appropriate to situation except for occasional lapses</td>
<td>Appropriate vocabulary and idioms, with sporadic errors; variety of grammatical structures, with sporadic errors</td>
</tr>
<tr>
<td>4</td>
<td>GOOD</td>
<td>E-mail is nearly complete, but has minor omissions; generally organized and coherent; use of transitional elements and cohesive devices may be inconsistent; discourse of paragraph length although sentences may be loosely connected</td>
<td>May include several lapses in otherwise consistent use of register appropriate to situation</td>
<td>Mostly appropriate vocabulary and idioms, with errors that do not generally obscure meaning; mostly appropriate grammatical structures, with errors that do not generally obscure meaning</td>
</tr>
<tr>
<td>3</td>
<td>ADEQUATE</td>
<td>E-mail provides much, but not all, necessary information; portions may lack organization or coherence; infrequent use of transitional elements and cohesive devices; disconnected sentences</td>
<td>Use of register appropriate to situation inconsistent or includes many errors</td>
<td>Limited appropriate vocabulary and idioms, with frequent errors that sometimes obscure meaning; mostly simple grammatical structures, with frequent errors that sometimes obscure meaning</td>
</tr>
<tr>
<td>2</td>
<td>WEAK</td>
<td>E-mail provides some necessary information but omits several important details; scattered information generally lacks organization and coherence; minimal or no use of transitional elements and cohesive devices; fragmented sentences</td>
<td>Frequent use of register inappropriate to situation</td>
<td>Minimal appropriate vocabulary, with frequent errors that obscure meaning; repeated interference from another language; limited grammatical structures, with frequent errors that obscure meaning</td>
</tr>
<tr>
<td>1</td>
<td>VERY WEAK</td>
<td>E-mail provides minimal necessary information; lacks organization and coherence; very disjointed sentences or isolated words</td>
<td>Constant use of register inappropriate to situation</td>
<td>Insufficient, inappropriate vocabulary, with frequent errors that significantly obscure meaning; constant interference from another language; little or no control of grammatical structures, with frequent errors that significantly obscure meaning</td>
</tr>
<tr>
<td>0</td>
<td>UNACCEPTABLE</td>
<td>Completely irrelevant to the stimulus</td>
<td>Blank</td>
<td>Contains nothing that earns credit</td>
</tr>
</tbody>
</table>
Sample: A

小芳：
今天你的朋友刘建民打来电话，家里没人，所以他留了言。他说他叔叔给了他五张后天的京剧票，他和他的女朋友要去，所以邀请你和你的男朋友也一同去。另外你哥哥也喜欢看京剧所以请你也邀请他一起去。剧院离他家不远，走着十分钟就到了，所以后天晚上7点在他家集合。他还请你给他回个电话，他今天晚上都在家。

室友：小华
Sample: B
小芳，

你的一个同学留言. 他的叔叔送给他5个京剧票. 所以他要跟你, 你的男朋友, 你的哥哥一起看那个京剧. 他的女朋友也去. 他今天晚上都在他的家所以他要你给他打电话. 如果你不会给他电话的话，他告诉我他要后天晚上7点在他的家见面。还有剧场离你的同学的家不太远。我觉得你最好给他打电话。
Sample: C

朋友~
你的同学打电话给你。他和他的女朋友一起出去。他看你的哥哥。它需要票出去。他今天晚上打电话给你。我今天晚上不回家。我今天晚上在我的父母亲的房子。明天看你。

王安平.
Relay Telephone Message

Note: References to names in the student samples have been hidden to avoid revealing the identities of the students who created the responses and/or of specific persons to whom the responses refer.

Overview

This task assesses writing in the interpersonal communicative mode by having students write an e-mail message to relay a voice message left for a friend. It consists of a voice message, which the student hears twice, and directs the student to type an e-mail relaying the message and its important details. Students are allotted five minutes to write the e-mail message. The response receives a single, holistic score, based on how well it accomplishes the assigned task. Students are expected to include as much information as possible, especially the essential components of the voice message.

This year’s phone message was about five tickets for a Beijing opera performance two days hence. The tickets were given to the caller, Liu Jianmin, by his uncle. The caller and his girlfriend are both going. He invites the intended recipient of the phone message, Xiao Fang, and her boyfriend to go with them. The caller also asks Xiao Fang to invite her brother to come along, because he likes Beijing opera. The theater is near the caller’s home—only a 10-minute walk—so they will meet at 7 p.m. at the caller’s home two days later. The caller asks Xiao Fang to call him that night. Students, after listening to the phone message, were asked to write an e-mail to Xiao Fang summarizing the phone message.

Sample: A
Score: 6

This response gives thorough and detailed information. The e-mail relays the phone message to the correct recipient and includes the caller’s name, what the activity will be, who should be invited, where they should meet, and how the recipient should respond to the message. In addition to this important information, other less important details are also given, such as who provided the Peking Opera tickets and how far the theater is from Liu Jianmin’s home. The message is written in a smooth and straightforward style and presented in a well-connected discourse of paragraph length. Rich and appropriate vocabulary is used. The student demonstrates an excellent command of grammar usage with only a minor error: 走着十分钟就到了 should be 走十分钟就到了.

Sample: B
Score: 3

The e-mail relays the message nearly completely: it tells the recipient about the coming event, who should be invited, and where they should meet. However, one essential detail, the name of the caller, is omitted. Without the caller’s name, the recipient of the message will not know the source of the invitation or who to contact. Because of this omission, the e-mail does not successfully accomplish the task of relaying the important details of the telephone message. There are also some grammatical and vocabulary errors such as 个[instead of 张]京剧票 and 他告诉我他要后天晚上 7 点在他的家见面 instead of 他告诉你后天晚上 7 点在他的家见面.
Sample: C  
Score: 1  

The e-mail provides only one accurate bit of information from the telephone message (你的同学打电话给你), which by itself will be of little or no use to the recipient. Important details, such as the name of the caller and the reason for the call, are missing. The other information that the e-mail does provide is either inaccurate (他看你的哥哥 ... 他今天晚上打电话给你), unrelated to the phone message (我今天晚上不回家. 我今天晚上在我的父母亲的房子. 明天看你), or unclear (他和他的奴朋友一起出去 ... 它需要票出去).