| ITALIAN |
| B2 |
| **Apply for internship in fashion sector** |

Description of Test Task*

The task described here was provided by the renowned test institution telc (Germany). Telc test tasks have been subject to the ALTE auditing procedures. In the MERLIN project, all written learner productions were re-rated by especially trained telc raters who used the MERLIN rating grid. It should be noted that the descriptions below refer to these post hoc rating procedures, not to the original marking inside the test institutions.

Report on analysis of	**Writing**
Target language of this test	**Italian**
Target level (CEFR) of this test	**B2**
Task number/name	**Espressione scritta (lettera)**
	1325-S10-020401 (option 1)

General Information - the whole original test

1	Total test time	Ca. 155 minutes + a 20 minute break
2	Purpose	General proficiency

3 Examination background

High stakes test developed by telc.

4 Candidature

Adult language learners

5 Structure of the test

Language Elements, Listening, Reading, Writing, Speaking

*The task analysis is based on the "CEFR Grid for Writing Tasks v. 3.1 (presentation)". The original template for this grid was developed by ALTE members: www.alte.org. For explanations of the numbered items in the grid please refer to "Notes on the task descriptions".

General Information - the writing component

6	Number of tasks in the writing paper	1
7	Total component time	30 minutes
8	Integration of skills	Reading and writing
9	Channel	Handwritten
10	CEFR level of this component	B2

11 The writing component format

Open writing task

12 Specific Information - example task

Candidates have the option to choose between two contextualised communicative tasks such as writing a formal letter to apply for an internship. Four additional points help candidates to structure their texts. Candidates are reminded to organize their ideas appropriately and to compose an appropriate introduction and conclusion. They are also reminded not to forget to write their own and the addressee's address and the date.

13 Mark distribution in MERLIN

n.a.

14 Task rating in MERLIN

The test was rated on the basis of the MERLIN rating grid which is directly related to the CEFR levels. The grid is available on the MERLIN platform.

15 Effective level

telc test tasks have been subject to the ALTE auditing procedures. The test publisher is a member of ALTE.

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16 Sample task:

Espressione scritta

Volete fare uno stage presso una di queste società.

AZIENDA LEADER NEL SETTORE DELLA MODA CERCA STAGISTA

Cerchiamo una/un assistente presso una rinomata azienda di abbigliamento a supporto delle attività amministrative. I compiti della/o stagista comprenderanno:
- tenere i contatti con i clienti;
- utilizzare i programmi informatici per la gestione del personale;
- condurre ricerche di mercato;
- assistere il personale in ufficio.

La/Il candidata/o ideale è neolaureata/o in materie economiche, mostra interesse per il mondo della moda, ama lavorare a contatto con gli altri e ha già una minima esperienza nel settore. Completa il profilo un'ottima conoscenza del pacchetto Office.

Si offre contratto di stage retribuito di 6 mesi.

Sede di lavoro: Reggio Emilia
Avranno titolo preferenziale le candidature con domicilio a Reggio Emilia o zone limitrofe.

I candidati interessati possono mandare la loro domanda al seguente indirizzo:
ALI - Agenzia Lavoro Interinale
Via Dante Alighieri 40
I- 42010 Reggio Emilia
ITALIA

Scrivete una lettera all'Agenzia Lavoro Interinale trattando

a) o almeno tre dei seguenti punti

b) oppure due dei seguenti punti ed un ulteriore argomento a vostra scelta:

- commentate i requisiti richiesti nell'annuncio
- esponete la vostra formazione scolastica e/o accademica
- fate domande relative alla data d'inizio dello stage, orario di lavoro, retribuzione
- presentate la vostra esperienza lavorativa fino ad oggi

Prima di cominciare a scrivere la lettera, pensate in che ordine volete trattare gli argomenti e quali potrebbero essere un'introduzione e una conclusione appropriate. Non dimenticate il vostro indirizzo, l'indirizzo del destinatario, la data, le formule di apertura e di chiusura.

Scrivete almeno 150 parole.

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i) Task input/prompt

17	Language of input/prompt	Italian
18	CEFR level of input/prompt	B2
19	Time permitted or suggested for this task	30 minutes
20	Control/guidance	Semi-controlled
21	Content	Specified
22	Genre	Formal letter
23	Rhetorical function(s) of input	Describing, instructing, expositing
24	Imagined audience	Temporary employment agency
25	Mode of input/prompt	Written
26	Topic or theme of input	Work
27	Integration of skills for input	Reading

ii) Response (description of written response elicited by the prompt(s)/input)

28	Number of words expected	n.a.
29	Rhetorical function(s) expected	Describing, expositing, commenting, asking for information
30	Text purpose	Referential, conative, phatic
31	Register	Formal
32	Domain	Occupational
33	Grammatical competence expected	(B1) B2
34	Lexical competence expected	(B1) B2
35	Discoursal competence expected	(B1) B2
36	Authenticity: situational	High
37	Authenticity: interactional	High
38	Cognitive processing	Reproduction of known ideas
39	Content knowledge required	General / non-specialised knowledge areas

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iii) Rating of Task in the MERLIN project		
40	Known criteria	MERLIN rating grid
41	Task rating method	Analytical scale
42	Assessment criteria	Grammatical accuracy, lexical range & accuracy, coherence/cohesion, orthography, sociolinguistic appropriateness, task fulfilment
43	Number and combination of raters	Each test was rated by a trained rater; 10% of the tests were double-rated. The double-ratings serve as a link to calculate a fair average, i.e. to adjust test results to rater severity/lenience. Please note that telc generally provides double-ratings.

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