

**GERMAN****B1****Write a letter to a friend (birthday)****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	<b>Writing</b>
Target language of this test	<b>German</b>
Target level (CEFR) of this test	<b>B1</b>
Task number/name	<b>Schriftlicher Ausdruck (Brief), 1061-S10-170900</b>

**General Information - the whole original test**

1	Total test time	165 minutes
2	Purpose	General proficiency

**3 Examination background**

High stakes test developed by telc.

**4 Candidature**

Adult language learners

**5 Structure of the test**

Listening, Text Structures, Reading, Writing, and 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](http://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	B1

### 11 The writing component format

Open writing task

### 12 Specific Information - example task

Candidates receive a short description of a contextualised communicative task such as replying to a letter from a friend. Four additional points help candidates structure their texts. Candidates are reminded to find a suitable structure for their letter and to write an introduction and a closing.

### 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.

\*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](http://www.alte.org). For explanations of the numbered items in the grid please refer to "Notes on the task descriptions".

16 Sample task:

Schriftliche Prüfung

**Schriftlicher Ausdruck (Brief)**

*Eine Freundin hat Ihnen folgenden Brief geschrieben:*

..., den ....

Liebe/r ...

Wie geht es dir und deiner Familie? Uns geht es ganz gut. Anna geht schon in den Kindergarten, Max ist jetzt in der dritten Klasse und mein Mann und ich arbeiten sehr viel. Eigentlich haben wir alle nicht so viel Zeit, aber unser Sohn wollte unbedingt eine Katze haben. Also haben wir ihm zum Geburtstag eine Katze geschenkt. Er hat sich sehr gefreut und kümmert sich auch gut um sie. Da fällt mir ein: Du hast ja auch bald Geburtstag. Was wünschst du dir eigentlich dieses Jahr von uns zum Geburtstag?

Gib uns doch bitte einen Tipp! Vielleicht kannst du uns ja auch mal wieder für ein paar Tage besuchen. Das würde uns jedenfalls sehr freuen.

Hoffentlich bis bald

Silke

*Antworten Sie auf den Brief. Schreiben Sie etwas zu folgenden vier Punkten:*

- Besuch bei Silke?
- Ob Sie Tiere mögen
- Was Sie sich zum Geburtstag wünschen
- Wie es Ihnen und Ihrer Familie geht

*Bevor Sie den Brief schreiben, überlegen Sie sich eine passende **Reihenfolge der Punkte**, eine passende **Einleitung** und einen passenden **Schluss**. Vergessen Sie auch nicht Datum und Anrede.*

ren oder aufbewahren. Jeder Verstoß wird gerichtlich verfolgt!  
y or store. All violations will be prosecuted!

\*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](http://www.alte.org). For explanations of the numbered items in the grid please refer to “Notes on the task descriptions”.

i) Task input/prompt		
17	Language of input/prompt	German
18	CEFR level of input/prompt	B1
19	Time permitted or suggested for this task	30 minutes
20	Control/guidance	Semi-controlled
21	Content	Specified
22	Genre	Letter (personal)
23	Rhetorical function(s) of input	Describing, narrating (predominantly), commenting, giving opinions, suggesting
24	Imagined audience	Friend
25	Mode of input/prompt	Written
26	Topic or theme of input	House and home/environment, relations to other people
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, giving opinions, suggesting, greeting
30	Text purpose	Referential, conative, phatic
31	Register	Unmarked to informal
32	Domain	Personal
33	Grammatical competence expected	(A2) B1
34	Lexical competence expected	(A2) B1
35	Discoursal competence expected	(A2) B1
36	Authenticity: situational	High
37	Authenticity: interactional	High
38	Cognitive processing	Reproduction of known ideas

\*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](http://www.alte.org). For explanations of the numbered items in the grid please refer to “Notes on the task descriptions”.

39	Content knowledge required	Personal/everyday life knowledge areas
----	----------------------------	--

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, vocabulary range & vocabulary control, coherence/cohesion, orthography, sociolinguistic appropriateness
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.

\*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](http://www.alte.org). For explanations of the numbered items in the grid please refer to “Notes on the task descriptions”.