

CZECH
A2
Email to a hotel

Description of Test Task*

The task described here was provided by the test institution ÚJOP (The Institute for Language and Preparatory Studies, Charles University in Prague, Czech Republic). ÚJOP 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 and ÚJOP 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	Czech
Target level (CEFR) of this test	A2
Task number/name	Writing

General Information - the whole original test

1	Total test time	Reading Comprehension 45 minutes, Listening Comprehension 20–25 minutes, Writing 40 minutes, Speaking 12 minutes
2	Purpose	General proficiency

3 Examination background

High stakes test developed by ÚJOP.

4 Candidature

Adult language learners

5 Structure of the test

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	2
7	Total component time	40 min.
8	Integration of skills	Reading and writing
9	Channel	Handwritten
10	CEFR level of this component	A2

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 writing a short email to a hotel to ask for information. Four additional points/questions help candidates structure their texts. The main questions that candidates are supposed to ask are provided.

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

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16 Sample task:

Úloha 1 – E-mail


*Napište do záznamového archu e-mail. Napište minimálně 35 slov.
 Jedete s kamarádem/kou na hory. Napište e-mail do hotelu.*

Zeptejte se na:

- *volný pokoj a cenu pokoje,*
- *jídlo,*
- *parkoviště,*
- *lyžařskou školu.*

i) Task input/prompt		
17	Language of input/prompt	Czech
18	CEFR level of input/prompt	A2
19	Time permitted or suggested for this task	n.a.
20	Control/guidance	Semi-controlled
21	Content	Specified
22	Genre	Email
23	Rhetorical function(s) of input	Describing, instructing
24	Imagined audience	Employee (Hotel staff)
25	Mode of input/prompt	Written
26	Topic or theme of input	Travel; food and drink; services;
27	Integration of skills for input	Reading

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ii) Response (description of written response elicited by the prompt(s)/input)		
28	Number of words expected	At least 35
29	Rhetorical function(s) expected	Asking for information (free rooms and prices; food; parking; ski-school)
30	Text purpose	Referential, conative, phatic
31	Register	Unmarked
32	Domain	Public
33	Grammatical competence expected	A2
34	Lexical competence expected	A2
35	Discoursal competence expected	A2
36	Authenticity: situational	High
37	Authenticity: interactional	High
38	Cognitive processing	Reproduction of known ideas
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 of the MERLIN sample 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.