

## Examination for the Post of Second Secretary within the Ministry for Foreign Affairs and Tourism – July 2025

### Marking Scheme

#### Section A:

1.	a
2.	e
3.	c
4.	b
5.	d
6.	b
7.	c
8.	b
9.	a
10.	c
11.	c
12.	e
13.	a
14.	c
15.	d
16.	c
17.	e
18.	d
19.	a
20.	e

## Section B

Task	40-33	32-25	24- 17	16-9	8-0	
<b>Achievement 40 marks</b>	Entirely appropriate <b>text type</b> features  Fully amplified <b>content</b>  Very clear understanding of <b>purpose and audience</b>  Entirely appropriate <b>tone and register</b>	Appropriate <b>text type features</b>  Amplified <b>content</b>  Clear understanding of <b>purpose and audience</b>  Appropriate <b>tone and register</b>	Fairly appropriate <b>text type features</b>  Fairly amplified <b>content</b>  Fairly clear understanding of <b>purpose and audience</b>  Fairly appropriate <b>tone and register</b>	Partially appropriate <b>text type</b> features  Limited <b>content</b>  Limited understanding of <b>purpose and audience</b>  Mostly inappropriate <b>tone and register</b>	Inappropriate <b>text type features</b>  Very limited <b>content</b>  Poor understanding of <b>purpose and audience</b>  Inappropriate <b>tone and register</b>	
Language	40-33	32-25	24- 17	16-9	8-0	
<b>40 marks</b>	Varied <b>sentence structure</b> with highly accurate verb forms and tenses  Highly accurate <b>punctuation and spelling</b> with very minor slips  Wide range and precise <b>vocabulary</b>  <b>Paragraphs</b> are well-linked with very clear evidence of planning	Some variation in <b>sentence structure</b> with accurate verb forms and tenses  Accurate <b>punctuation and spelling</b> with very minor slips  Good range and adequately precise <b>vocabulary</b>  <b>Paragraphs</b> are linked with evidence of planning	Slightly varied <b>sentence structure</b> with mostly accurate verb forms and tenses  Fairly accurate <b>punctuation and spelling</b> with some errors in low frequency words  Fairly good range with some imprecise <b>vocabulary</b>  <b>Paragraphs</b> are fairly linked with some evidence of planning	Repetition in <b>sentence structure</b> with errors in verb forms and tenses which do not hinder communication  Mostly inaccurate <b>punctuation and spelling</b> with some errors in high frequency words  Limited range and imprecise <b>vocabulary</b>  <b>Paragraphs</b> are used but lack coherence and	Poor <b>sentence structure</b> with errors in verb forms and tenses which hinder communication  Poor <b>punctuation and spelling</b> with many errors in high frequency words  Poor range of <b>vocabulary</b>  <b>Paragraphs</b> are hardly used and very little or no evidence of planning	

				limited evidence of planning		
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### Section C

Task	40-33	32-25	24- 17	16-9	8-0	
<b>Achievement 40 marks</b>	<p>Entirely appropriate <b>text type</b> features</p> <p>Fully amplified <b>content</b> – arguments are well-developed, logical and complex</p> <p>Very clear understanding of <b>purpose and audience</b></p> <p>Entirely appropriate <b>tone and register</b></p>	<p>Appropriate <b>text type features</b></p> <p>Amplified <b>content</b>-arguments have clear, logical stages in their development</p> <p>Clear understanding of <b>purpose and audience</b></p> <p>Appropriate <b>tone and register</b></p>	<p>Fairly appropriate <b>text type features</b></p> <p>Fairly amplified <b>content</b> arguments make relevant points with some being developed</p> <p>Fairly clear understanding of <b>purpose and audience</b></p> <p>Fairly appropriate <b>tone and register</b></p>	<p>Partially appropriate <b>text type</b> features</p> <p>Limited <b>content</b> arguments are partially developed with some repetition</p> <p>Limited understanding of <b>purpose and audience</b></p> <p>Mostly inappropriate <b>tone and register</b></p>	<p>Inappropriate <b>text type features</b></p> <p>Very limited <b>content</b> arguments contain only a few points and are underdeveloped.</p> <p>Poor understanding of <b>purpose and audience</b></p> <p>Inappropriate <b>tone and register</b></p>	
<b>Language 40 marks</b>	<p>40-33</p> <p>Varied <b>sentence structure</b> with highly accurate verb forms and tenses</p>	<p>32-25</p> <p>Some variation in <b>sentence structure</b> with accurate verb forms and tenses</p>	<p>24- 17</p> <p>Slightly varied <b>sentence structure</b> with mostly accurate verb forms and tenses</p>	<p>16-9</p> <p>Repetition in <b>sentence structure</b> with errors in verb forms and tenses which do not hinder communication</p>	<p>8-0</p> <p>Poor <b>sentence structure</b> with errors in verb forms and tenses which hinder communication</p>	

	<p>Highly accurate <b>punctuation and spelling</b> with very minor slips</p> <p>Wide range and precise <b>vocabulary</b></p> <p><b>Paragraphs</b> are well-linked with very clear evidence of planning</p>	<p>Accurate <b>punctuation and spelling</b> with very minor slips</p> <p>Good range and adequately precise <b>vocabulary</b></p> <p><b>Paragraphs</b> are linked with evidence of planning</p>	<p>Fairly accurate <b>punctuation and spelling</b> with some errors in low frequency words</p> <p>Fairly good range with some imprecise <b>vocabulary</b></p> <p><b>Paragraphs</b> are fairly linked with some evidence of planning</p>	<p>Mostly inaccurate <b>punctuation and spelling</b> with some errors in high frequency words</p> <p>Limited range and imprecise <b>vocabulary</b></p> <p><b>Paragraphs</b> are used but lack coherence and limited evidence of planning</p>	<p>Poor <b>punctuation and spelling</b> with many errors in high frequency words</p> <p>Poor range of <b>vocabulary</b></p> <p><b>Paragraphs</b> are hardly used and very little or no evidence of planning</p>	
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