

Name :				/20				Name :				/20													
Emailing			/12			Telephoning			/8			Emailing			/12			Telephoning			/8				
Formal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Introduction & Subject of call			0.5	1	1.5	2	Formal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Introduction & Subject of call			0.5	1	1.5	2
Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2	Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2
Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2	Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2
Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2	Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2

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Formal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Introduction & Subject of call			0.5	1	1.5	2	Formal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Introduction & Subject of call			0.5	1	1.5	2
Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2	Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2
Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2	Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2
Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2	Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2

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Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2	Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2
Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2	Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2
Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2	Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2

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Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2	Formal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Contact info (spell out name & number)			0.5	1	1.5	2
Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2	Informal (1) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Vocabulary & grammar			0.5	1	1.5	2
Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2	Informal (2) Subject, greeting, opening, closing, Style & efficiency, voc, gr			1	2	3	Pronunciation			0.5	1	1.5	2