Unit 2, Module 1 – SMART Goals, Roles & Responsibilities

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| **Excelling** | Writes paragraphs in own words with minimal mistakes | Creates two SMART Goals  | Information includes SMART goals and roles and responsibilities related to work related activity | Uses past, present and future tense consistently through the report | Alters draft according to feedback received  | Reviews final product and alters based on feedback  | Submits final copy with minimal errors | Utilises familiar words and tools to spell correctly | Uses full stop and question marks to end sentences and questions, respectively  |
| **Achieving** | Writes in full sentences | Creates one SMART Goal  | Information includes SMART goal and some roles and responsibilities related to work related activity | Uses past and future tense with some errors | Writes a draft that follows on from their plan and brainstorm | Corrects errors in their draft based on feedback given | Submits final copy, errors identified in the draft have been corrected | Conferences with teacher/peers regarding spelling | Uses capitals for proper nouns and at the beginning of sentences |
| **Satisfactory** | Writes in some full sentences and dot points | Creates SMART Goals, goals not in line with criteria | Information includes SMART goal and limited roles and responsibilities related to work related activity | Multiple errors while using past and present tense Future tense not used | Prepares a plan based on drafts and class notes  | Identifies errors in their work Submits text for feedback | Submits final copy containing errors  | Spells key terms correctly | Uses capitals to begin sentences and questions  |
| **Not yet satisfactory** | Uses dot points lacks detail | No SMART goals created, simple goals created  | InformationMissing either SMART goal and/or roles and responsibilities related to work related activity | Only uses either past/present/future tense | No draft completed; brainstorm/class notes used | Writes the text with multiple errorsNo draft submitted for feedback | Submitsdraft/brainstorm only | Attempts to spell words using abbreviation  | Uses full stops and commas correctly |
| Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown | Not shown |
| **Criteria** | **Information** | **Structure** | **Detail** | **Tense** | **Planning and drafting** | **Proofreading and feedback** | **Final copy** | **Spelling** | **Mechanics** |
| **SMART Goals and Introduction** | **Language Features** | **Writing Process** | **Controlling Language** |