Unit 2, Module 3 – Written Report

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| **Excelling** | Completes all questions and answers in paragraphs | Includes relevant images, heading, subheadings throughout report | Writes a paragraph for each subheading | 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** | Completes all questions and answers in short sentences/dot points | Includes relevant heading, subheadings throughout report | Writes a few sentences and dot points for each subheading | 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** | Some questions completed, answers in short sentences/dot points | Some information is missing, information is organised but no report structure used | Writes a few sentences but not for all subheadings | 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** | Lack of detail, minimal questions answered | Lack of detail, report structure not followed | Dot points only | Only uses either past/present/future tense | No draft completed; brainstorm/class notes used | Writes the text with multiple errors  No 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** |
| **Report** | | | **Language Features** | **Writing Process** | | | **Controlling Language** | |