Unit 4, Module 1 – Written Report

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Excelling** | Writes full sentences in own words independently | Includes a visual | Writes a paragraph for each subheading | Uses past and present tense with independence | Explains the meaning of technical language | Adds detail not in the plan | Sits with teacher during feedback | Submits final copy with correct structure and language | Accesses tools to spell unfamiliar words correctly | Uses exclamations and question marks to end sentences |
| **Achieving** | Writes full sentences in own words | Includes a subheading for each section | Writes a few sentences for each subheading | Uses past and present tense with support | Uses technical language for key terms | Writes a draft following the plan | Submits text for feedback | Submits final copy with identified errors corrected | Asks the teacher or a classmate for spelling | Uses capitals for proper nouns |
| **Satisfactory** | Writes full sentences with support | Organises information into sections | Combines a few sentences to form a paragraph | Reviews the tense used | Uses adjectives to describe key terms | Prepares a plan | Attempts to correct errors in their text | Submits final copy with errors found in the drafting process | Spells key terms correctly | Uses capitals to begin sentences |
| **Not yet satisfactory** | Uses dot points | Includes a heading at the top of the report | Writes single sentences | Writes report in the past tense | Uses nouns and everyday language | Completes a brainstorm | Identifies errors in their text such as capital letters, spelling | Submitsdraft as final copy | Spells words phonetically (i.e. as they sound) | Uses full stops to end sentences |
| Not shown | Not shown | Not shown |
| **Criteria** | **Information** | **Structure** | **Detail** | **Tense** | **Language** | **Planning and drafting** | **Proofreading and feedback** | **Final copy** | **Spelling** | **Mechanics** |
| **Report** | **Language features** | **Writing process** | **Control of language** |
|  | **Past tense** = used to describe things that happened in the past. *He was born in Adelaide.***Present tense**= used for things that are still happening and true now. *He lives in Melbourne.* **Technical language** = words that are used for specialised things. *Hat worn in olden times = bonnet. Equipment to control a horse = bridle* | 1. Brainstorm
2. Plan
3. Draft
4. Proofread
5. Feedback
6. Final copy
 |

|  |
| --- |
| **Characteristics of formal and informal language** |
| **Formal**SeriousObjectiveImpersonalReasonedControlledReserved | **Informal**LightHumorousPersonalCasualOffhandedPlainspokenSimple |

 |