Unit 2, Module 2 – Local Support System Brochure

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| **Excelling** | Completes all questions and answers in paragraphs | Includes relevant images, heading, subheadings throughout brochure | Writes a paragraph for each subheading | Uses past, present and future tense consistently through the brochure | Uses language suitable for the target audience throughout all the brochure | 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 | Writes a few sentences and dot points for each subheading | Uses past and future tense with some errors | Uses relevant language in most of the brochure | 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, summary has not been completed | Writes a few sentences but not for all subheadings | Multiple errors while using past and present tense Future tense not used | Uses language not suitable to the target audience | 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/no summary page created | Dot points only | Only uses either past/present/future tense | Large amount of the work was not in own words | 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 | | Not shown | |
| **Criteria** | **Information** | **Structure** | **Detail** | **Tense** | **Language** | **Planning and drafting** | | **Proofreading and feedback** | **Final copy** | **Spelling** | | **Mechanics** | |
| **Worksheet** | | | **Language Features – Summary Page** | | | **Writing Process – Summary Page** | | | | **Controlling Language** | |