Unit 4, Module 1 – Written Report

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| **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**  Serious  Objective  Impersonal  Reasoned  Controlled  Reserved | **Informal**  Light  Humorous  Personal  Casual  Offhanded  Plainspoken  Simple | | |