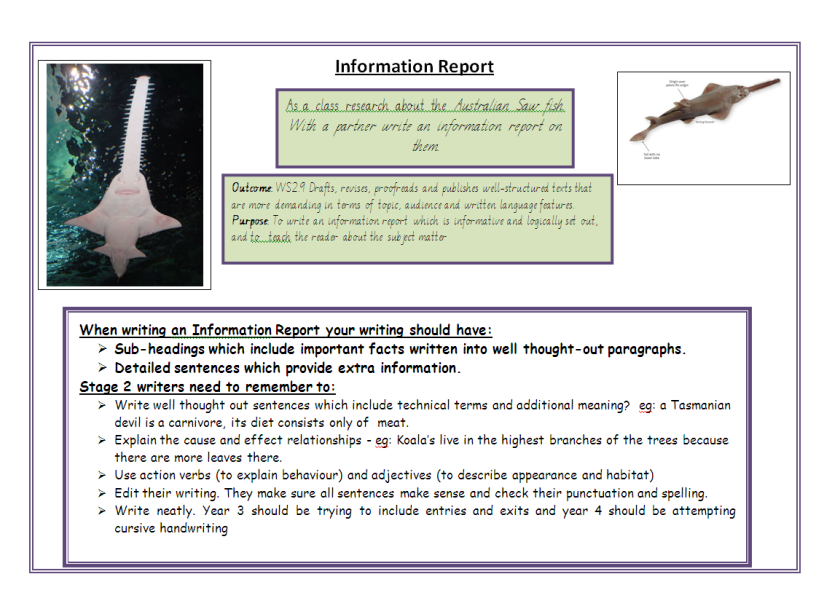
**Information Reports**

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| **Outcomes** |  |
| **WS2.9 Drafts, revises, proofreads and publishes well-structured texts that are more demanding in terms of topic, audience and written language features.** | ***Joint and Independent Writing***   * *uses other texts as models for aspects of writing such as text organisation, grouping of information under headings* * *identifies key words and phrases* * *uses some effective planning strategies* * *demonstrates self-editing skills* * *understands and creates notes for relevant writing purposes* * *shows evidence of careful revision, editing and proofreading in final draft* * *uses computers to draft and edit writing* * *contributes to joint text-construction activities* * *writes a wider range of text types* * *structures text types in appropriate stages* * *writes fuller descriptions of people, animals, objects, places* * *writes more involved recounts* * *writes longer, more complex procedures* * *writes more extended descriptions of each feature in an information report* * *writes information reports that include information about different parts of things and their components* * *writes a range of literary texts* * *writes simple poems* * *writes simple sequential explanations* * *writes simple responses to short stories, television programs* * *expresses a point of view in writing with some supporting arguments* * *writes questions and sends them by e-mail to an identified expert on a topic of interest* * *creates simple hyperlinked text, eg HyperCard stack.* |
| **WS2.10 Produces texts clearly, effectively and accurately using the sentence structure, grammatical features and punctuation conventions of the text type.** | ***Grammar and Punctuation***   * *builds word families in preparation for writing* * *identifies nouns, verbs, adjectives and adverbs in own writing and how these add to the meaning of the text* * *uses accurate tense and number in verb groups, eg they come, she comes* * *uses present tense in factual texts such as information reports and procedures* * *uses past tense in recounts and narratives* * *combines clauses by using a variety of conjunctions, eg when, because* * *uses a variety of time connectives in recounts and narratives* * *uses conjunctions to construct cause–effect relationships, eg so, if, but, because* * *uses modal verbs and adverbs in text types to indicate shades of meaning, eg possibility, probability, obligation* * *identifies theme and beginning focus of clause and discusses how choice of theme affects meaning* * *uses correct punctuation in published version of own writing, eg capital letters, full stops, question marks and commas uses apostrophes for contractions in written dialogue.* |
| **WS2.11 Uses knowledge of letter–sound correspondences, common letter patterns and a range of strategies to spell familiar and unfamiliar words.** | ***Spelling***   * *spells high frequency words correctly in own writing* * *uses known letter patterns when attempting to spell unknown words* * *writes words containing less common digraphs and letter combinations* * *uses knowledge of familiar letter patterns when attempting to spell unknown words* * *identifies possible spelling errors in own writing, eg by circling or underlining doubtful words* * *discusses strategies used for spelling difficult words* * *deletes or adds words, adds information and rereads work to clarify meaning* * *self-corrects words that do not look right* * *uses spell check as one strategy for checking spelling.* |
| **WS2.13 Discusses how own texts are adjusted to relate to different readers, how they develop the subject matter and how they serve a wide variety of purposes.** | ***Purpose***   * *talks about own writing* * *uses the terms ‘drawing’ and ‘writing’ accurately* * *indicates purpose of own writing* * *recognises a range of text types, eg simple narrative, simple recount, simple procedure* * *communicates the purposes of familiar written texts* * *communicates the purposes of drawings, photographs and other graphic texts* * *assists other children to locate print from models in classroom to use in writing.*   ***Audience***  *• talks about the person to whom they are writing a message, eg friend, teacher, aunty.*  ***Subject Matter***  *• talks about what they would like to write about with teacher prompt, eg pictures, school events.* |
| **WS2.14 Discusses how own texts have been structured to achieve their purpose and the grammatical features characteristic of the various text types used.** | ***Text Structure***  *• recognises and discusses the organisational structure of a range of literary and factual texts.*  ***Grammar***   * *recognises the subject, verb and object of a clause* * *recognises different types of adverbial phrases and discusses how they give additional information* * *identifies nouns, verbs, adjectives and adverbs in own writing and talks about their function in making meaning* * *identifies action verbs and talks about how they are used in narrative and recount to develop a story* * *talks about how different types of adjectives have been used to add information in own writing* * *indicates how different types of verbs have been used in own stories, eg action verbs, saying verbs, thinking verbs, feeling verbs* * *talks about the use of tense (past, present, future) in literary texts* * *reviews own writing for use of noun groups in building information, eg in an information report* * *recognises common errors in writing such as lack of agreement between subject and verb, eg he done it* * *recognises theme of clauses (beginning focus for information), eg Kim opened the door.*   ***Conventions***   * *talks about the use of commas, dashes etc to indicate the relationship between parts of sentences* * *talks about the need to use quotation marks with quoted speech* * *recognises and corrects the spelling of some common words.* |
| **WS2.12 Uses joined letters when writing in NSW Foundation Style and demonstrates basic desktop publishing skills on the computer.** | ***Handwriting***   * *produces standard handwriting movements and patterns* * *concentrates on lower-case and some upper-case letters* * *holds writing implements in a way that allows them to make marks on the page* * *tries to employ correct pencil grip* * *maintains correct body position for writing* * *starts at the top of every upper-case letter, lower-case letter and number, except ‘d’ and ‘e’ (which start in the middle) and knows that no letter starts from the bottom* * *holds writing implement with only thumb, index and middle fingers* * *recognises the same letter in both lower and upper case.*   ***Using Computers***   * *experiments with using the computer mouse and keyboard and other specialised equipment* * *produces own name* * *produces some letters other than those in own name* * *produces commonly used words* * *moves the cursor using the mouse and keyboard and other specialised equipment* * *associates the pressing of a key with the appearance of a character on the screen* * *turns the computer on and off* * *identifies the cursor on the screen* * *recognises letters on the keyboard* * *uses computer software programs to create texts* * *types simple sentences.* |

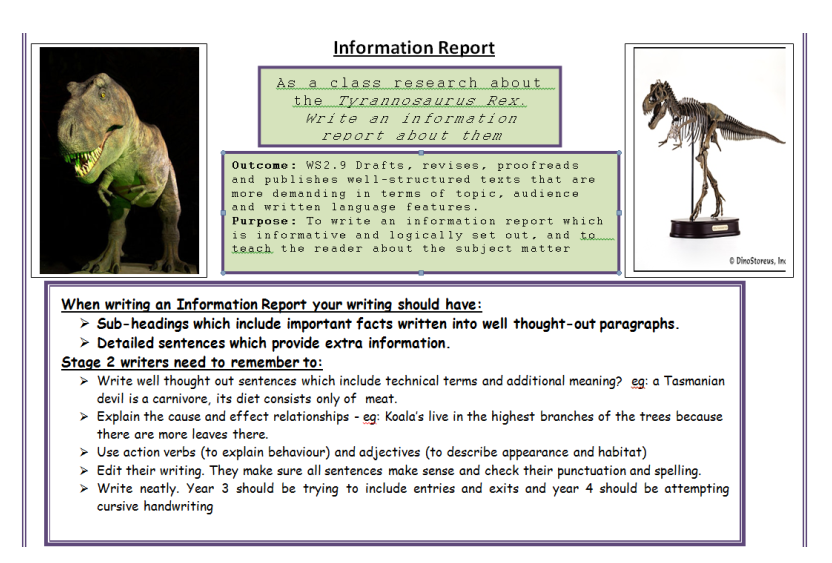
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| **Outcome** | **Organisers** | **Criteria** | **Limited Achievement** | **E** | **Basic Achievement** | **D** | **Sound Achievement** | **C** | **High Achievement** | **B** | **Outstanding Achievement** | **A** |
| **W2.9** | Independent Writing | ***Writes an Information report.*** | Writes with no or little structure or purpose. | | Requires assistance to create an information report that includes a general statement and one or two sub-headings with description.  Needs encouragement to use general nouns and appropriate verbs. | | Independently writes a satisfactory information report that includes a general statement with at least three subheadings and concludes with an interesting fact.  Some uses of technical terms. | | Writes independently. Report includes learnt factual information under appropriate sub-headings with detailed descriptions and concludes with interesting facts. Excellent knowledge and use of technical terms. Uses diagrams to help convey meaning. | | Writes independently. Includes concise detailed information, a general statement, appropriate sub headings with detailed elaborate descriptions and concludes with interesting facts and statistics. Excellent knowledge and use of technical terms. Uses labelled diagrams to help convey meaning. | |
| ***Planning and editing*** | Reliant on teacher for all planning and editing | | Attempts to plan with significant teacher support using a scaffold. Reliant on teacher for all editing. | | Independently plans and sequences texts using a scaffold. Recognises errors in own writing with teacher assistance. | | Independently plans. Proofreads and edits own work to improve text. Text is grammatically accurate and punctuated correctly. | | Independently plans. Consistently produces texts that show evidence of significant improvements, editing and proofreading. | |
| **WS2.10** | Grammar | ***Uses correct***  ***sentence structure*** | Writing contains incorrect sentence breaks. | | Simple sentences attempted with common conjunctions attempts. | | Simple and compound sentences written correctly. | | Simple, compound and complex sentences written correctly. | | Consistently writes effective, simple, compound and complex sentences. | |
| Tense | ***Accurate tense & number in verb groups.*** | Attempts to include verbs in text. | | Uses some different types of verbs. Writes information report in present tense. | | Writes in present tense and does not switch between tenses. Some use of action verbs to describe behaviour. | | Writes in timeless present tense.  Uses effective action verbs and adjectives to describe behaviour and appearance. | | Writes in timeless present tense.  Uses concise action verbs and adjectives to describe behaviour and appearance. Excellent selection of vocab. | |
| Cohesion | ***Cohesive devices*** | Does not attempt to link the text through the use of connectives or other cohesive devices. | | Uses the same connective throughout. | | Uses connectives to order the report. | | Uses a variety of connectives to make clear links between the different sections of the text.  Text flows smoothly. | | Effectively uses all types of conjunctions in a creative and interesting manner.  Text flows and is beautiful to read. | |
| *Punctuation* | **Uses correct punctuation in published versions of own writing.** | Often writes without capital letters and full stops. | | Uses some capital letters and full stops. | | Uses basic punctuation (capitals, full stops, question marks and commas) correctly and most of the time. | | Uses most punctuation correctly and is beginning to experiment with speech marks and apostrophes. | | Uses punctuation correctly including speech marks and apostrophes. | |
| **WS2.14** | Text Structure | ***Organisational***  ***structure of***  ***exposition*** | Lack of structure in the text. | | Has a general statement and at least one or two sub-headings with basic descriptions. | | Contains a general statement, at least three subheadings with description and concludes with a fact. | | Uses correct textual features and informs the reader. | | Uses the correct textual features and detailed with factual, concise information. | |
| ***Paragraphs*** | Does not attempt to use sub headings and paragraphs. | | Attempts to use sub headings and paragraphs but paragraphs contain one sentence. | | Attempts to use a new sub heading and paragraph for each new idea. Report is easy to follow. | | Organises text into sub headings and paragraphs correctly. | | Each sub heading and paragraph focuses on one area of the report and contains all related information. | |
| WS2.11 | Spelling | ***Spelling*** | Attempts to spell using letter combinations and blends. | | Spells some high frequency words correctly. Spell unknown words phonetically. | | Spells most high frequency words correctly.  Uses knowledge of word parts, base words and spelling words to spell unknown words. | | Spells all high frequency words correctly.  Consistently uses knowledge of word parts, base words and spelling words to spell unknown words. | | Spells all high frequency words correctly and also spells more difficult words. | |

**Odd year tasks and assessment (2011, 2013…)**



**Odd Year Assessment Item**





**Even Year Assessment Item**

