

ASSESSMENT OF INFORMATION REPORT WRITING

Table 8.4 Assessment criteria

	Yes	No	Comment
Uses reports appropriately			
Knows the difference between types of reports (for example, news report and information report)			
Understands the purpose of information reports			
Identifies the structure of reports			
Identifies the audience for own reports			
Writes well-structured reports			
Begins with opening statement			
Writes a logical sequence of descriptive paragraphs			
Groups related information into paragraphs			
Includes topic sentences			
Lists resources			
Identifies and uses appropriate visual text			
Uses appropriate language features of reports			
Identifies and uses descriptive words and groups of words			
Uses economical, objective language			
Uses specialised vocabulary			
Uses language appropriate to reports			
Identifies and writes generalisations			
States facts without bias or opinion			
Correctly cites sources of information			
Identifies facts and opinions			
Uses appropriate strategies to plan and write reports			
Identifies information needs			
Writes to guiding headings			
Takes brief notes			
Organises facts in a logical sequence			
Supports facts with relevant details			