Information Report – **Name:**

Learning Intention: Students know what an information report is and how it is written (TISC)
Purpose: Students understand how information reports are created and their aid to society
Success Criteria: Students are able to write an information report using correct structure and language

CATEGORY	Above Satisfactory 5	Satisfactory 3	Below Satisfactory 1
Ideas/ Content/ Organisation	Correct structure for information report, including title, introduction, series of facts and conclusion. Facts provided for all points and some were elaborated on with detail.	Correct structure for information report, including title, introduction, series of facts and conclusion. Facts provided for most points.	Some elements of information report structure present. Some facts provided but not elaborated on.
Word and Language Choice	Used tier 3 words specific to topic. Writing was clear and understandable. Used adjectival phrases appropriately. Own language style present.	Used tier 2 and 3 words specific to topic. Writing was clear. Used adjectival phrases. Described information in own words.	Used tier 1 words. Writing was muddy and unclear. Copied and pasted information from resources.
Writing - Mechanics	Sentences and punctuation are well formed. Paragraphs are correctly formed with topic sentences. 1 or less spelling and capitalisation errors.	Sentences are formed properly. Paragraphs are correctly formed with correct punctuation. 3 or less spelling and capitalisation errors.	Sentence are poorly formed. Minimal punctuation present. Paragraphs are poorly formed, still contains dot points. 4 or more spelling and capitalisation errors.
References	Displayed references for both information and pictures.	Displayed references for either information or pictures.	Displayed no references.
Due Date	On due date 01/06/2016		After due date
Totals			
GRADE	/25	%	A B C D E

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