

Student Assessment Checklist

Informative Text: Report

	Yes	No	Comment
Structure			
I have included an appropriate title, or heading that tells the reader what the report will cover.			
I have included a general opening statement or classification where:			
- I have classified the topic;			
- I have included technical information about the subject of the report.			
I have separated my body of paragraphs and organised the information accordingly.			
In my body of paragraphs, I have used appropriate sub-headings.			
I have included relevant and factual information to give the reader a better understanding of the topic.			
I have included some visual elements to help the reader understand the topic, such as:			
- drawings			
- photographs			
- graphs			
- maps			
- diagrams			
I have researched my topic using books, the Internet and other creditable sources.			
Language and Punctuation Features			
I have used correct punctuation for all sentences.			
I have used correct text cohesion which allows my sentences to flow.			
I have used appropriate subject/verb agreements. For example, the dinosaur has a tail. Dinosaurs have a tail.			

Student Assessment Checklist

I have used language of generalisation.			
I have used a range of adjectives and adjectival phrases to enhance description.			
I have used language and vocabulary that is specific to the report.			
I have used language of comparison and contrast.			
I have used present tense.			
I have written in the third person.			