

Reflective Task Coversheet

• **Class:**

• **Date:**

• **Student Name & Number:**

	Task Response	Text Organisation	Lexical Range & Accuracy	Grammatical Range & Accuracy
5	☐ All aspects of the task have been addressed ☐ Identifies and provides a fully relevant and detailed description of an experience/event/issue ☐ Provides in-depth analysis of the experience by making appropriate evaluative comments ☐ Draws appropriate conclusions based on the experience ☐ Recommends practical and logical future actions	☐ Logical organisation of information and ideas across text; clear overall progression ☐ Introduction and conclusion have clear, logically sequenced steps/parts ☐ Each body paragraph clearly states a main idea and develops this with mostly logical and relevant support ☐ Mostly effective use of cohesive devices	☐ Uses a range of vocabulary with some precision and flexibility ☐ Content-specific and academic vocabulary are used to good effect ☐ Makes minor errors with word forms and/or spelling, occasionally causing difficulty in understanding	☐ A mix of simple and compound sentences attempted ☐ Adequate control of simple and compound structures ☐ Errors rarely cause difficulty for the reader in understanding ☐ Good use of punctuation
4	<i>Shares features of Bands 3 and 5</i>			
3	☐ The main parts of the task have been addressed ☐ Identifies and provides detailed description of an experience/event/issues; some ideas may not be relevant ☐ Attempts analysis of the experience by providing some appropriate evaluative comments ☐ Attempts to draw conclusions based on the experience but some might be inappropriate ☐ Recommends future actions but they may not always be practical or logical	☐ Clear organisation of ideas despite flaws in parts of the text; may show a lack of overall progression ☐ Introduction and/or conclusion mostly clear, may contain illogically sequenced stages ☐ Each body paragraph has a main idea with attempt to support, but it may not be clear, logical or relevant ☐ Cohesive devices are used but some may be inadequate, inaccurate or overused	☐ Use of a limited range of vocabulary with some precision and flexibility ☐ Adequate use of content-specific and academic vocabulary ☐ Some noticeable errors in word forms and/or spelling, causing some difficulty for reader	☐ An adequate range of sentence structures used ☐ Good control of simple structures; attempts at complex sentences are less accurate ☐ Errors cause some difficulty for the reader in understanding ☐ Punctuation may be faulty
2	<i>Shares features of Bands 1 and 3</i>			
1	☐ Inadequate attempt to address the task ☐ Identifies an experience/event/issue but key details may be missing in the description or information is irrelevant ☐ Provides little analysis of the experience; evaluative comments are absent, irrelevant or inaccurate ☐ Conclusions are missing, inappropriate or illogical ☐ No future actions recommended	☐ Organisation poor; lack of progression evident ☐ Introduction and conclusion are unclear and/or incomplete ☐ Main ideas in body paragraphs unclear or missing; insufficiently developed ☐ Inaccurate, repetitive or no use of cohesive devices	☐ Basic and repetitive content-specific vocabulary ☐ Little inclusion of academic vocabulary ☐ Noticeable and frequent errors in word form and spelling cause frequent difficulty for reader	☐ Lacking complex grammatical structures ☐ Accuracy mostly in simple sentences, no accuracy in others ☐ Frequent errors cause difficulty for the reader ☐ Punctuation is rarely used or often inaccurate
0	Did not attempt			
Scores				Total: /20

