

Writing task assessment sheet: After hours club

Name: _____ Class/Set: _____

Teacher's name: _____ Date: _____

Sentence structure and punctuation

	Always/often	Sometimes	Never
Sentences are varied in length (e.g. short for clarity or impact; multi-clause to explain or develop ideas)			
Parenthesis is used to convey information succinctly			
The passive voice is used for effect			
A range of appropriate conjunctions is used			
Fronted adverbials (adverbs, phrases and clauses) are used for emphasis and effect			
Appropriate use of tense and verb forms, including perfect form and modal verbs to explore possibility			
Commas are used to mark boundaries, clarify meaning and avoid ambiguity			
Commas, brackets and dashes are used for parenthesis			
A colon, semi-colon or dash is used between main clauses			
Punctuation is used for effect			

Composition and effect

Features of a formal letter are used (e.g. addressing the reader, opening statement)			
Paragraphs are developed around a clear focus			
Cohesive devices are used to link ideas (e.g. adverbials, repeated words)			
Suitable formal tone is maintained with appropriate grammatical choices to support this			
Appropriate choice of formal language			
Viewpoint is maintained (e.g. conveying enthusiasm for an idea, while addressing other views)			

Spelling

Knowledge of spelling patterns is applied correctly			
Correct spelling of words that are often misspelt (e.g. words with unstressed vowels)			
Homophones and words that are often confused are correct			
Words with silent letters are correct			
Knowledge of word structure is used, with roots, prefixes and suffixes spelt correctly			
Rules for adding suffixes are applied and exceptions are correct			