# Comment Bank Builder: End-of-Term Reports

*Personalised, balanced comments in minutes.*

## Structure (Sandwich)

1. **Strength** specific to evidence
2. **Area for growth** (one skill)
3. **Next step** + optimistic close

## Comment bank (mix & match)

**Strengths**

* Demonstrates curiosity in **[topic]** and asks thoughtful questions.
* Collaborates positively, often elevating group outcomes.

**Growth**

* Would benefit from strategies to organise multi-step tasks.
* Next step is to cite evidence consistently when making claims.

**Closers**

* I’m excited to see how **[student]** applies these skills next term.
* It’s been a pleasure to see their growing confidence.

## Quick worksheet (per student)

* One praise (evidence) →
* One polish (skill) →
* One next step (actionable) →

**Copy/paste:** “Strength: … Growth: … Next step: …”