

Report Writing Framework

Evidence-Impact-Next framework and templates for professional report writing.

ASSESSMENT

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1. E-I-N scaffold (Evidence → Impact → Next)
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E-I-N scaffold (Evidence → Impact → Next)

Evidence: "This term, Amira completed 6 extended responses and improved her planning."

Impact: "As a result, her arguments are clearer and more concise."

Next: "To progress further, focus on selecting the strongest evidence in the first draft."

***Tone:** professional, specific, parent-friendly.*

Comment banks (adapt and mix)

- **Progressing well:** "Consistently meets expectations and shows increasing independence."
- **Developing:** "Understands core ideas; would benefit from guided practice with..."
- **Support needed:** "Requires structured scaffolds to initiate tasks and sustain focus."

Do / Don't

- **Do:** name strengths; state 1–2 precise next steps; keep to 70–120 words.
- **Don't:** list every activity; use jargon; compare students.

Time saver (macro template)

"[Name] has [strength/achievement]. This has led to [impact]. To build on this, [Name] will focus on [next step] by [strategy]."

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