



Assessment Event 2

Collaborative Writing (Report)

Due: Class 14/at the end of Unit 2

Time Allowed: Approximately 2 weeks

Weighting: 25%

INSTRUCTIONS TO STUDENTS

There are 5 steps to achieving this Assessment Event in groups of two or three.

- 1 Look into the 4 skills as mentioned below. They form part of the critical 21st century skills highly valued by universities and companies.
- 2 Conduct research and narrow your group's final list to two Web 2.0 tools/apps that allow you to develop at least 2 of the 4 skills.
- 3 Compare and contrast them – list their similarities and differences.
- 4 Consolidate your findings and evaluations in a professional report of between 300 and 400 words.
- 5 Upload your report to the cloud application that your teacher will assign you.

Each group member will receive the same mark for the Working Document and Final Report. However, your teacher will also evaluate your personal contribution and determine an individual mark accordingly. The final report (between 300 and 400 words) must be submitted together with the cover sheet and peer assessment forms.

	Instructions	Marks
Working Document		
1	<p>Conduct research on two Web 2.0 tools/apps which help to develop or build at least two of the following skills for academic studies:</p> <ul style="list-style-type: none"> • <i>Effective communication skills</i> – sharing thoughts, questions, ideas and solutions through writing or speaking in a way that others can understand clearly and respond easily • <i>Team collaboration skills</i> – working well with others by sharing responsibilities with each other so that, together as a team, you create or produce something relevant and meaningful • <i>Critical thinking skills</i> – being able to make decisions that are logical and reasonable after careful examination of the facts and evidence • <i>Information literacy skills</i> – understanding what type of information is needed, knowing where and how to find it, deciding on its relevance and quality and finally using it effectively to achieve your purpose. <p>Compare and contrast these two tools and keep your research notes in a file named "Web2.0AppsNotes" on the cloud application your teacher will assign you. Share the link with your teacher so he/she can follow your progress and guide you as necessary.</p> <p>Each group member should write in a different colour so that your teacher can check individual contributions. At the top, write your name in the colour which represents you.</p> <p>Ensure that you take note of all the information on the sources that you will need to include in your Reference List. A printed copy of this working document must be submitted with your final report if your teacher requires it.</p>	4

Final Report: Create a report that consolidates the information you have found.		
2	Introduction Write a brief introduction about this report which includes a short explanation of Web 2.0 tools/applications in general.	3
NEXT TWO BODY SECTIONS: Label each section according to the tool/app your group has chosen. Discuss each of the two tools/applications separately according to the points below. (17 marks for each section; 34 marks in total)		
3	Write the name of the tool/app, a brief description about it and the URL to download the free or trial version. Explain how this application enhances at least two of the four skills in relation to your academic studies. <u>Write one paragraph per skill for two of the following skills:</u> <ul style="list-style-type: none"> • Developing effective communication skills • Building strong team collaboration skills • Developing critical thinking skills • Developing information literacy skills Incorporate <u>two</u> images into the body of text. The images should be relevant and further illustrate the explanation. Each image must be properly formatted (appropriate size and position), captioned and cited using the GAC Referencing Guidelines.	3 $3 \times 2 = 6$ $2 \times 2 = 4$ $2 \times 2 = 4$ Total 17 ($\times 2 = 34$)
4	Use an appropriate graphic to compare and contrast the two tools/apps. Marks will be awarded for proper formatting and appropriate captions. <i>TIP: The basis of your comparison should be linked to the next section.</i>	6
5	As a group, decide which tool is more effective. <ul style="list-style-type: none"> • Include your own <u>evaluation</u> (6 marks). • Explain your judgment using <u>reviews, data or graphics from credible sources</u> (6 marks). <i>TIP: You should base your evaluation criteria on usability and interoperability.</i>	12
6	Conclusion <ul style="list-style-type: none"> • Summarise what is covered in this report (3 marks). • Include your group's final recommendations (3 marks). 	6



7	At the end of your report, create a Reference List listing the sources used in your research. Format your Reference List according to the guidelines in the GAC Referencing Guide.	5
8	Appropriate use of academic language to clearly communicate ideas: <ul style="list-style-type: none"> • correct grammar and spelling, with few, if any, errors • a variety of concise sentence structures and vocabulary • accurate use of vocabulary that is appropriate to the topic. 	6
Formatting		
9	The main body of your document must have the following formatting: <ul style="list-style-type: none"> • Paragraphs – a space following each paragraph of 6pt • Font – Times New Roman 11pt • Text – double line spaced 	2
10	Format side headings using heading styles: <ul style="list-style-type: none"> • Main headings – Arial 16pt font, bold, aligned centre • Subheadings – Arial 14 pt font, bold, aligned left 	1
11	Create a title page for your report which contains the following information: <ul style="list-style-type: none"> • Module number, Assessment Event number, and assessment title – aligned left at the top of the page and Arial 14pt bold • Title of the document – in the centre of the page and Arial 28pt bold • Your name and student ID – bottom left hand corner, Times New Roman, 11pt • Your teacher's name – bottom left hand corner, Times New Roman, 11pt • Due date – bottom left hand corner, Times New Roman, 11pt • Word count – bottom left hand corner, Times New Roman, 11pt 	3
12	Create a Table of Contents for your report as the second page.	2
13	Add a header to the body of your report only as follows (ensure you are using section breaks): <ul style="list-style-type: none"> • Module and Assessment Event – align left • Your name – centre and student ID – align right • Font – Arial, 8pt • Border – line below 	2

Assessment Folder



14	Add a footer to the body of your report only as follows (ensure you are using section breaks): <ul style="list-style-type: none"> • Date – centre • Page number – align right • Font – Arial, 8pt • Border – line above 	2
15	Save your final report as a document named Web2.0AppsReport in the Event 2 subfolder and print a copy for your teacher.	1
16	Log into the cloud account that your teacher assigned and upload your Web2.0AppsReport. Share this document with your teacher.	1
Individual Contribution		
17	Your individual contribution to the group's work, based on evidence of research conducted (in the Working Document), on-going monitoring in the designated cloud application, and peer assessments.	10
Raw Mark		/ 100
FINAL MARK (Raw Mark/100 ÷ 4)		/ 25