|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task response | Good response | ✓ | Satisfactory response | ✓ | Unsatisfactory response | ✓ | Links |
| **Purpose**  Understanding and addressing the task | Appropriate, relevant  Key points covered |  | Understands the task and the information but not all key points are included or fully developed |  | Not demonstrated an understanding of the topic  Information often inaccurate or irrelevant |  | [Planning and assignment](http://emedia.rmit.edu.au/learninglab/content/plan-your-assignment) |
| **Structure**   * argument * introduction * conclusion * paragraphs | Easy to follow   * Clear argument * Context, topic and main ideas * Summing up * One main idea (in a topic sentence); linked to overall idea |  | Not always easy to follow   * Evidence of an overall argument, * does not address the three main areas adequately * Conclusion attempted but does not appropriately sum up the argument presented; main idea not always clear |  | Difficult to follow   * argument attempted but * does not fully address the context, topic and main ideas * no clear conclusion * lacks a main idea |  | [Essay structure](http://emedia.rmit.edu.au/learninglab/sites/emedia.rmit.edu.au.learninglab/files/essay%20writing.pdf)  [Quicktip](http://emedia.rmit.edu.au/learninglab/sites/emedia.rmit.edu.au.learninglab/files/essay%20writing.pdf)  [Essay structure](http://emedia.rmit.edu.au/learninglab/content/essay-structuref)  [Tutorial](http://emedia.rmit.edu.au/learninglab/content/essay-structuref) |
| **Research**  Integrating evidence Paraphrasing/ synthesising  Referencing  citing | Paraphrases and synthesises information in own words; Quotes used sparingly  Information is correctly referenced –in-text and in reference list |  | Some ability to express ideas in own words  Aware of required system and how it should be used |  | Relies heavily on words and passages copied from texts  Referencing requirements not followed |  | [Paraphrasing](http://emedia.rmit.edu.au/learninglab/content/what-paraphrasing)  [Paraphrasing tutorial](http://emedia.rmit.edu.au/learninglab/content/paraphrasing-tutorial)  [Integrating references](http://emedia.rmit.edu.au/learninglab/content/paraphrasing-tutorial)  [Referencing -](http://emedia.rmit.edu.au/learninglab/content/integrate-references) |
| **Sentences**  **Grammar**  **Vocabulary**  **Spelling** | Range of sentences  Few errors  Good use of appropriate words  Correct |  | Some errors but do not interfere with meaning  Vocabulary adequate for the task occasional errors. Some difficulty with subject-specific words, terms  Generally correct, some errors |  | Errors are frequent, making understanding difficult  Limited vocabulary, words often incorrect or incorrectly used  Numerous errors, spell check not used |  | [Sentence construction](http://emedia.rmit.edu.au/learninglab/content/sentence-construction-0)  [Spelling](http://emedia.rmit.edu.au/learninglab/content/sentence-construction-0) |
| **Feedback** | Writing communicates meaning clearly and achieves purpose of the task |  | Writing generally communicates effectively but logic and meaning not always clear |  | Logic and meaning not clear |  |  |