|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Task response | Good response | ✓ | Satisfactory response | ✓ | Unsatisfactory response | ✓ | Links |
| **Purpose**Understanding and addressing the task | Appropriate, relevantKey points covered |  | Understands the task and the information but not all key points are included or fully developed |  | Not demonstrated an understanding of the topicInformation 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/ synthesisingReferencing 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 wordsAware of required system and how it should be used |  | Relies heavily on words and passages copied from textsReferencing 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 sentencesFew errorsGood use of appropriate wordsCorrect |  | Some errors but do not interfere with meaningVocabulary adequate for the task occasional errors. Some difficulty with subject-specific words, termsGenerally correct, some errors |  | Errors are frequent, making understanding difficultLimited vocabulary, words often incorrect or incorrectly usedNumerous 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  |  |  |