

an even
start

National Tuition Program

Investigations into Components of Writing (ICW)

Post-tuition Assessment
Tutor Instructions

Green/Blue

Introduction

The Investigations into Components of Writing (ICW) is designed to help you gain more insight into specific areas of difficulty experienced by those students whose writing skills have been reported as below benchmark.

There are pre- and post-tuition Investigations into Components of Writing. The post-tuition activities mirror the pre-tuition activities and will provide a sense of the student's improvement of fundamental writing skills.

The ICW provides activities that assist you to judge a student's grasp of the following components of writing.

1	Punctuation	The capacity to correctly punctuate at the sentence level and to correctly use upper and lower case letters
2	Spelling/word knowledge	An adequate bank of sight words and the capacity to spell other words with reasonable accuracy
3	Vocabulary	A working vocabulary that allows more precise description and the expression of more complex ideas
4	Sentence control	The capacity to structure complete sentences and to vary the structure of a sentence
5	Ideas	The capacity to generate appropriate ideas and to incorporate them into writing and the capacity to order ideas logically and to link ideas effectively

The investigation is intended not as an exhaustive study of students' writing skills, but as a means of providing a quick insight into specific areas where your students may need additional support.

Assessment colours

The assessments are divided into colours representing year levels, as follows:

Assessment	Designed for students who performed
RED	below Year 3 benchmark
YELLOW	below Year 5 benchmark
GREEN	below Year 7 benchmark
BLUE	below Year 9 benchmark

The tutor should select the appropriate assessment for each student.

Administering the ICW

The ICW assessment will take about 45 minutes in total and must be administered in the first tuition session. Where possible, the ICW models good, coherent writing and within most activities there is a unifying idea or theme, rather than a series of unconnected sentences. Sentence control, for example presents brief exemplars of the kinds of narrative texts that students at specified year levels would encounter both in reading and writing.

You will obtain the most useful diagnostic information about students when students can successfully complete at least some parts of each activity. However it is not helpful to persist when the activity has clearly become too difficult for the student.

Students whose performance is reported below the national writing benchmark are frequently reluctant writers. To help tutors distinguish between point of difficulty and overall reluctance to write, a number of the activities have a strong oral component.

For each component of writing, there are:

- Tutor instructions
- Student worksheets
- Tutor marking guides and record sheets.

NOTE

In the administration guidelines for each of the activities:

What you say is printed in bold.

What you need to do, or other instructions or comments, are printed in normal Roman letters, like this sentence.

ICW reports

When scores from the ICW are entered into the Assessment Tools software a report will be generated highlighting areas of concern where more tuition is required. You need to enter the total score for each activity for each student.

The report includes the student's scores that **MUST** be entered into the An Even Start National Tuition Management System (NTMS). The NTMS can be accessed at www.anevenstart.dest.gov.au/ntms.htm.

The entry of student pre-tuition assessment scores will trigger commencement of tuition through the NTMS and will enable your employer to begin making payments.

Punctuation

Punctuation refers to the capacity to correctly punctuate at the sentence level and to correctly use upper and lower case letters. There is one activity to assess punctuation.

Time

- 2 to 5 minutes

Equipment

- *Tutor instructions*
- *Student worksheet*
- *Tutor marking guide and record sheet*

Preparation

- Familiarise yourself with the *Tutor marking guide and record sheets*.

1. Punctuate the piece of writing

Look at this piece of writing. I will read it to you.

Show the student the *Punctuation worksheet*. Read the text aloud and pause where the full stops should appear.

You are going to put in the punctuation marks in this piece of writing. You need to change some letters to capital letters and add some full stops.

Look at the practice word. We will do this one together.

Point to the practice word.

'andrew'

Andrew should start with a capital letter. You need to cross out the 'a' and write the capital letter like this. When you see a full stop is needed, put it in like this.

Put a full stop after the word Andrew.

Now put in the full stops and capital letters where you need them.

Record the student's responses on the *Tutor record sheet*.

This is the end of the punctuation assessment.

Spelling

There is one activity to assess spelling for each colour level.

Time

- 5 minutes

Equipment

- *Tutor instructions*
- *Student worksheet*
- *Tutor marking guide and record sheet*

Preparation

- Familiarise yourself with the *Tutor marking guide and record sheets*.

1. Spelling

Now you are going to do some spelling.

Give the student the *Spelling worksheet* and a pencil.

Have a copy of the *Tutor spelling list* ready. Ensure the student cannot see the words on the list.

Write one word in each space. You start here.

Point to the first space.

I'll say the word, say it in a sentence and then say it again. You write it.

(Green spelling list – first word)

must ... you must see that film ... must.

(Blue spelling list – first word)

have...Do you have some food?...have

Work quickly through the list of spelling words following the same procedure.

Encourage the student to 'have a go'.

Green

2	must	You must see that film.	must
1	find	Can you find your pen?	find
3	make	I can make a bag for you.	make
4	first	First we have to wash our hands.	first
5	about	I was about to go when you rang.	about
6	which	Which flavour do you want?	which
7	great	She got a great big parcel.	great
8	door	Please open the door .	door
9	eight	A spider has eight legs.	eight
10	important	It is important to listen carefully.	important
11	difference	There is big difference between a spider and a cat.	difference
12	special	He made a special present for his mum.	special

Blue

1	have	Do you have some food?	have
2	large	That is a large dog.	large
3	found	I found this pen outside.	found
5	learn	She is going to learn to swim.	learn
4	question	He wants to ask a question .	question
6	listen	Listen and you will hear the sea.	listen
7	through	Go through the gate and turn left.	through
8	certain	Are you certain about that?	certain
9	decide	Please decide what you want.	decide
10	accident	The truck had been in an accident .	accident
11	meant	I meant to tell you to take a hat.	meant
12	impatient	Try not to be impatient .	impatient

Record the student's responses on the Tutor record sheet.

This is the end of the spelling assessment.

Vocabulary

Vocabulary refers to a working vocabulary that allows the expression of more complex ideas or more precise description. There are three activities to assess vocabulary:

1. **Describe emotions**
2. **Describe nouns and verbs**
3. **Create a mood**

Time

- 5-10 minutes

Equipment

- *Tutor instructions*
- *Student worksheet*
- *Tutor marking guide and record sheet*

Preparation

- Familiarise yourself with the *Tutor marking guide and record sheets*.

1. Describe emotions

Look at this sentence.

Show the student the *Describe emotions worksheet*, point to the first sentence and read it aloud.

How do you think Ned might feel?

Think of three really good words to describe how Ned feels.

Tell me and I will write the words down.

Encourage the student to think of the best words they can to describe exactly how Ned might feel. Write the words for the student.

If the student generates inappropriate words, encourage them to think of alternative words that they can use in class.

When the student is ready, follow the same procedure for sentences 2 and 3. The emotions in each sentence are quite different. Encourage the student to think of different words for each sentence, i.e. 9 different words altogether.

Record the student's responses on the *Tutor record sheet*.

Note: Some students (specifically those on the Autism spectrum) may have trouble identifying appropriate feelings that identify with the characters' situations suggested by the sentences. Once prompted, they may have the vocabulary repertoire to provide a range of synonyms. If a student has difficulty generating an initial word, suggest one, and note where prompting was required.

2. Describe nouns and verbs

Show the student the *Describe nouns and verbs worksheet*.

Look at this sentence.

Point to sentence 1.

There are gaps. The words say, 'The football player ran onto the field.' You have to fill the gaps. Imagine a football player running onto a field. Think of two really good words to describe the footballer. You tell me the words and I'll write them.

Point to the first two gaps. Write the words for the student.

Now tell me two words to describe the football field.

Read the sentence with the student's words in it.

Is this a good sentence? Does it make sense?

If necessary, make any corrections the student suggests but do not suggest any improvements.

If the student generates inappropriate words, encourage them to think of alternative words that they can use in class.

Work through the next two sentences in the same way as the student is ready. Encourage the student to think of different words each time. Remind them if they have previously used a word and ask them to think of something else.

The first sentence was about a football player on a field. You thought of these words to fill the gaps.

Read sentence 1 with the student's adjectives.

Now imagine this football player. How might they kick?

Point to sentence 4.

This sentence says, 'The football player kicked powerfully. You tell me two more different words to describe the way the football player kicked. These words often end with in 'ly'. Write the words for the student.

Work through the next two sentences in the same way when the student is ready.

Record the student's responses on the *Tutor record sheet*.

3. Create a mood

Show the student the *Create a mood worksheet*.

Look at this story.

Point to 'The Bag' and then read it aloud.

Sam dropped his bag.

Sam walked to the door.

Sam went to the oval.

This story has no mood. We don't know how Sam feels about packing his bag. He might be happy, he might be sad, he might be bored. Stories are much more interesting when they tell us how the character feels.

Look at this piece of writing. This is the same story but with a mood of excitement.

Read the 'The Bag: an excited mood'.

Look back at the first story. You need to rewrite this story and make it sound *sad*.

You tell me what you want to say to make this story sad and I will write it down for you. You can add more details to the story to make it feel as sad as you can.

Record the assessment of the student's responses on the *Tutor record sheet*.

This is the end of the vocabulary assessment.

Sentence Control

Sentence control refers to the student's ability to complete sentences and to vary the structure of a sentence.

There are two activities to assess sentence control:

1. **Vary sentence beginnings**
2. **Expand sentences**

Time

- 7-10 minutes

Equipment

- *Tutor instructions*
- *Student worksheet*
- *Tutor marking guide and record sheet*

Preparation

- Familiarise yourself with the *Tutor marking guide and record sheets*.

1 Vary sentence beginnings

Look at this piece of writing. I will read it to you.

Show the student the *Vary sentence beginnings worksheet*. Read the story in the left hand column aloud.

The first sentence starts with 'Bez and Harry' and all the rest of the sentences start with 'they'. This makes the story boring. It is important to make stories interesting and easy to follow for the reader. We can make the sentences begin in different ways so the story is more interesting to read. Two have been done for you.

Point to the second row.

'They wanted to form a band' has been changed to 'Their one dream in life was to form a band'. Now the sentence begins with 'their' instead of beginning with 'they'.

Point to the third row.

'They borrowed a guitar from their friend, Davey' has been changed to 'Not owning any instruments they borrowed a guitar from their friend, Davey'. Now the sentence begins with 'not owning' instead of beginning with 'they'.

You need to change the beginning of two more of the sentences. You can make up other things about the story to put in your new sentences. Make the beginning of each new sentence different. Just change two sentences.

If the student starts writing a sentence that begins with 'they' or 'Harry or Bez', remind them to start their sentence with different words.

Encourage the student to write their own sentences. If necessary, scribe for them and note this in the scoring guide. Record the student's responses on the *Tutor record sheet*.

2 Expand sentences

Look at this sentence.

Show the student the *Expand sentences worksheet*.

Morley rode his bike with his brother. Where?

You have to change this sentence so it tells you where Morley rode his bike, but you cannot put the information at the end of the sentence. You have to put the new information in the beginning or the middle of the sentence.

Look at the first example, 'Morley rode his bike along the track with his brother.' The information about where Morley rode has been put in the middle of the sentence.

Look at the next example, 'Peddling along the bumpy road, Morley rode his bike with his brother.' The information about where Morley rode has been put at the beginning of the sentence.

You do the next one. Write a sentence about Morley riding his bike that tells us when he rode his bike. Put the new information at the beginning or in the middle of the sentence. You don't need to include where he rode. Just tell us about when he rode in this sentence.

When the student is ready ask them to do the next one. If necessary, remind the student to add the new information to the middle or the beginning of the sentence.

Encourage the student to write for themselves. If they refuse, scribe for them and record this in the *Tutor record sheet*.

This is the end of the sentence control assessment.

Ideas

Ideas refers to the student's capacity to generate appropriate ideas and to incorporate them into writing and the capacity to order ideas logically and to link ideas effectively. There are three activities to assess ideas:

1. **Generate ideas**
2. **Develop a story-line**
3. **Write a paragraph**

The student will be provided with the opportunity to develop ideas orally, in preparation for a writing task.

Time

- 10-15 minutes

Equipment

- *Tutor instructions*
- *Student worksheet*
- *Tutor marking guide and record sheet*

Preparation

- Familiarise yourself with the *Tutor marking guide and record sheets*.

1. Generate ideas

Now we are going to talk about a topic.

Show the student the *Generate ideas worksheet*.

I want you to tell me four ideas that you can think of about this topic: **A dream**.

I will write your ideas down for you.

Allow time for student to come up with own ideas related to the topic. Offer no extra prompts at this stage. Write the ideas the student independently generates on the worksheet.

If the student cannot generate own ideas then offer the prompt:

What kind of dreams can there be?

Note with an asterisk ideas which are written after prompting.

If the student is still struggling, have a brief discussion to generate ideas about the topic and offer further prompts. For example:

Tell me about a dream someone could have. What is another type of dream? A dream can be something you hope for. Are they always good?

Write the student's ideas on the worksheet.

Record the assessment of student's responses on the *Tutor record sheet*.

2. Develop a story-line

Now you are going to choose one of the ideas you told me and make a plan for a story.

I'll reread your ideas for you.

Read the student's ideas from the *Generate ideas worksheet*.

Choose one of the ideas and we will make a plan.

Student nominates one idea.

Tell me about the main things that you want to include in your story and I will write them here for you.

Point to the *Develop a story-line worksheet*.

I will write each thing in a different box.

If the student is having difficulty responding offer the prompt:

Where would the story take place? Who could be in the story?

Note with an asterisk which ideas are written after prompting.

If the student is still having difficulty, have a brief discussion to develop their ideas. For example:

How might your story begin? What might happen next? What problem might happen?

How could the story end?

Record assessment of the student's responses on the *Tutor record sheet*.

3. Write a paragraph

Now you are going to choose one thing from the story plan and write a paragraph about it.

Show the student the completed story plan from Activity 2.

Which part of your story will you write?

Give the student the *Write a paragraph worksheet*.

Think about the words you use and how you say things. Just write one part of your story, not the whole story.

Allow the student to refer to the story plan.

If the student is struggling offer the prompt:

Are there any other ideas you could include?

When the student has finished writing ask them to read their paragraph aloud.

Read your paragraph to me. You can change anything you are not happy with. It is okay to cross out.

Assess the student's response using the marking guide and record on the *Tutor record sheet*.

This is the end of the ideas assessment.

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National Tuition Program

Investigations into Components of Writing (ICW)

Post-tuition Assessment

Tutor Marking Guide
and Record Sheets

Green/Blue

Punctuation

Activity 1 – Punctuate the piece of writing

1. Tick each letter that the student has correctly changed to a capital/upper case letter.
Tick each full stop that the student has correctly added.

The athletics competition was scheduled for Tuesday and Kate was excited. She was confident she could run just as fast as she had in Adelaide. She wasn't in the least bit nervous.

Punctuation within sentences score

Score	Description	Student Score
3	Uses upper case letters for all names and proper nouns (4 instances) and correctly uses one contraction.	
2	1 omission or 1 incorrect addition of EITHER an upper case letter OR contraction.	
1	2 omissions or additions of punctuation within the sentences.	
0	More than 2 omissions or additions of punctuation within the sentences.	

Sentence punctuation

Score	Description	Student Score
2	Demarcates 3 sentences correctly using capitals and full stops.	
1	Demarcates 2 sentences correctly using capitals and full stops.	
0	Demarcates 1 sentence correctly using capitals and a full stop.	

2. It is recommended that you follow up with tuition activities in this area if the student has a score of 1 or less.

 Enter student's results onto the record sheet.

 Enter into the Assessment tool software the student's total score for *Punctuation*.

Spelling

Green


1. Tick the box in each row that best matches the way the student spelled that word.
Record the number of ticks for each column at the bottom of the table.

		Correct spelling	Incorrect spelling		
			All sounds represented	Beginning and/or end sounds represented	No attempt
1	must				
2	find				
3	make				
4	first				
5	about				
6	which				
7	great				
8	door				
9	eight				
10	important				
11	difference				
12	special				
Total					

Case consistency

Score	Description	Student Score
1	All words in lower case OR first letter only is upper case e.g. jump or Jump.	
0	Mix of upper and lower case letters within words, e.g. juMp OR all words in upper case, e.g. JUMP.	

2. Review student's errors to inform further tuition in spelling.
3. Further tuition in spelling is recommended if the student makes any spelling errors. Further tuition is also recommended for students who mix the letter case within words.

 Enter student's results onto the record sheet.

 Enter into the Assessment tool software the student's total score for *Spelling and word knowledge*.

Blue


1. Tick the box in each row that best matches the way the student spelled that word.
Record the number of ticks for each column at the bottom of the table.

		Correct spelling	Incorrect spelling		
			All sounds represented	Beginning and/or end sounds represented	No attempt
1	have				
2	large				
3	found				
4	learn				
5	question				
6	listen				
7	through				
8	certain				
9	decide				
10	accident				
11	meant				
12	impatient				
Total					

Case consistency

Score	Description	Student Score
1	All words in lower case OR first letter only is upper case e.g. jump or Jump.	
0	Mix of upper and lower case letters within words, e.g. juMp OR all words in upper case, e.g. JUMP.	

2. Review student's errors to inform further tuition in spelling.
3. Further tuition in spelling is recommended if the student makes any spelling errors. Further tuition is also recommended for students who mix the letter case within words.

 Enter student's results onto the record sheet.

 Enter into the Assessment tool software the student's total score for *Spelling and word knowledge*.

Vocabulary

To score Vocabulary, count the number of different, plausible words the student has generated for each activity.

- Do not count words that do not make sense in the sentence, i.e. if they do not fit the syntactic structure.
- Do not count random words that bear no relation to the emotions suggested by the sentence.
- Do not count inappropriate words that are unacceptable in a classroom setting.

Activity 1 – Describe emotions

Student Score _____ (maximum of 9) Initial prompts required? Y / N

Further tuition is recommended in this area if the student is unable to generate at least two different words to describe each emotion.

Activity 2 – Describe nouns and verbs

Student Score for nouns _____ (maximum of 12)

Student Score for verbs _____ (maximum of 6)


Further tuition is recommended in this area if the student is unable to generate at least ten words to describe nouns and four words to describe verbs that fit within the structure of the sentence.

Activity 3 – Create a mood

1. Use the table below to score the student's work in creating a mood. If the student has written their own piece, ignore errors of spelling, punctuation, syntax and any other grammatical errors. Judge the piece in relation to the student's attempts to create a mood.

Score	Description	Student Score
2	Adds a detail that supports creating a sad mood, e.g. uses body language or setting or the appearance of the bus to establish sadness.	
1	Uses a broader range of vocabulary to describe Sam's feelings, e.g. depressed, upset. No sense of creating a mood.	
0	Uses 'sad' or 'unhappy' to describe Sam's feelings. No sense of creating a mood.	

2. Further tuition in this area is recommended if the student has scored less than 2.

 Enter student's results onto the record sheet.

 Enter into the Assessment tool software the student's total score for *Vocabulary*.

Sentence Control

Activity 1 – Vary sentence beginnings

- Score for varying sentence beginnings. If you cannot read what the student wrote, ask them to read it to you. Score whatever the student 'reads' even if there is little obvious correspondence to the 'writing'.

There are three scoring criteria:

- syntax – the order of words in the sentence
- varied sentence beginnings – not 'they' or 'Harry and Bez'
- fitting the story line – the sentence should generally flow from the previous sentence, only penalise random, irrelevant sentences

Do not penalise students for errors in spelling, punctuation, verb tense, use of pronouns or illegible writing.

Vary sentence beginnings

Score	Description	Student Score
3	Composes two sentences with correct syntax and two different beginnings that fit within the story-line.	
2	Composes one sentence with correct syntax and a different beginning that fits within the story-line.	
1	Composes one or two sentences with correct syntax and different beginnings that do not fit within the story-line.	
0	Uses sentences that begin with 'they' or 'Harry and Bez' or no attempt.	

- It is recommended that you follow up with tuition activities in this area if the student scores 2 or less.

Activity 2 – Expand sentences

This activity assesses students' ability to manipulate sentences.


- Record the student's score in the table below. If you cannot read the student's writing ask them to read it to you. Score whatever the student 'reads' even if there is little obvious correspondence to the 'writing'. Do not penalise students for errors of spelling, punctuation, pronoun use or illegible writing.

There are many possible ways to incorporate the new information into a sentence. Accept any sentence with correct syntax that includes the required information. Students may include additional information in their sentence. Students may change the verb 'rode' as long as the general meaning is retained.

Score	Description	Student Score
2	Composes three sentences with correct syntax AND required information added in the beginning or middle of the sentences.	
1	Composes two sentences with correct syntax AND required information added in the beginning or middle of the sentences.	
0	Composes one sentence only with correct syntax AND required information added in the beginning or middle of the sentence. OR At least one sentence has syntax errors. OR At least one sentence has information at the end. OR At least one sentence has omitted required information.	

- Review the student's responses and note any other kinds of errors that the student might make future tuition activities.
- It is recommended that you follow up with tuition activities in this area if the student scores 0.

 Enter student's results onto the record sheet.

 Enter into the Assessment tool software the student's total score for *Sentence Control*.

Ideas

Activity 1 – Generate ideas

Number of ideas

Score	Description	Student Score
4	Four ideas.	
3	Three ideas.	
2	Two ideas.	
1	One idea.	
0	No response.	

Prompts

Score	Description	Student Score
2	No additional prompts or support required.	
1	Minimal prompts or support required e.g. 1 or 2 prompts.	
0	Extensive prompts or support required.	

Relevance of response

This score is based on the relevance of ideas in relation to the topic. If there is no obvious connection between the suggested ideas and the topic the tutor can ask student to explain the connection. Accept any plausible connections with the topic.

Score	Description	Student Score
3	All ideas related to the topic.	
2	2 or 3 ideas related to the topic.	
1	1 idea related to the topic.	
0	No response.	

1. Review the student's capacity to generate ideas on a topic.
2. It is recommended that you follow up with tuition activities in this area if the student finds it difficult to generate three ideas independently.

Activity 2 – Develop a story-line

1. Score each of the four boxes below.

Prompts

This refers to the extent to which the tutor offers leading questions or suggestions to help the student in developing the story-line.

Score	Description	Student Score
2	No additional prompts or support required.	
1	Minimal prompts or support required e.g. 1 or 2 prompts.	
0	Extensive prompts or support required.	

Number of key events/elements generated

This refers to a story with an identifiable structure e.g. beginning, middle, end and/or identifiable elements such as setting, characters, complication.

Score	Description	Student Score
2	3 or more events/elements.	
1	2 or 3 events/elements.	
0	1 or less events/elements.	

Sequence of ideas

This score is based on the connection of elements identified in the story-line boxes.

Score	Description	Student Score
3	All elements logically connected.	
2	Some logical connection apparent but includes some inconsistencies or confusion.	
1	Random ideas, no cohesion, or insufficient elements identified to construct a narrative.	
0	No response.	

Quality of ideas

Quality of ideas refers to the ability to generate interesting ideas.

Score	Description	Student Score
3	Some sense of originality or moving beyond the predictable.	
2	Predictable, or obviously derivative ideas (e.g. obviously the plot of a cartoon, movie or computer game).	
1	A personal recount (e.g. my birthday party, riding my bike, my hopes for the future).	
0	Few ideas.	

- Review the student's capacity to develop ideas on a topic.
- It is recommended that you follow up with tuition activities in this area if the student scores less than the top score.

Activity 3 – Write a paragraph

- Score each of the four boxes below.

Inclusion of detail

'Inclusion of detail' refers to the amount, appropriateness and relevance of detail used to expand the element that the student has selected from the story-line.

Score	Description	Student Score
2	Includes sufficient relevant and appropriate detail.	
1	Includes minimal but relevant detail.	
0	Limited or no detail included. OR Includes detail that is irrelevant and/or inappropriate.	

Cohesion of ideas

This score is based on the extent to which the student has produced a cohesive paragraph. It also refers to syntactic knowledge and the ability to write sentences that link.

Score	Description	Student Score
2	Links details within the paragraph and produces sentences with correct syntax.	
1	Manifests some breaks in internal cohesion of ideas in paragraph and/or sentence structure.	
0	Presents random ideas, with no cohesion. Lack of cohesiveness is due to limited syntactic knowledge and sentence control and/or lack of logical connection between ideas. OR Offers no response.	

Sentence demarcation

Do not assess other punctuation.

Score	Description	Student Score
1	Demarcates all sentences.	
0	Makes errors in demarcation. OR Offers no response.	

Spelling/vocabulary

Transitional spelling refers to all sounds in a word represented correctly.

Score	Description	Student Score
2	Attempts a range of vocabulary, correct or transitional spelling.	
1	Shows a limited range of vocabulary, correct spelling. OR Attempts a range of vocabulary but makes many errors in spelling.	
0	Shows a limited range of vocabulary, with many errors. OR Offers no response.	

- Review the student's capacity to write on a topic. Note that some students may show a discrepancy between scores in this activity and activities specifically devoted to the individual skill areas e.g. spelling, vocabulary or punctuation. This can be a result of applying skills in a specific skill area and using a combination of these skills in a writing task.
- It is recommended that you follow up with tuition activities in this area if the student scores less than the top score.

Overall legibility

Legibility refers to a global observation about how easy it is to decipher the student's writing.

Score	Description	Student Score
3	Writing can be easily read (not necessarily neat).	
2	Some letter formation impedes reading.	
1	Letter or word spacing impedes reading. (There may also be problems with some letter formation).	
0	No writing produced by the student.	

Review the student's handwriting in the light of whether there is a motor coordination problem that is interfering with the ability to form letters. It is not intended that handwriting correction be the focus of the tutorial sessions.

 Enter student's results onto the record sheet.

 Enter into the Assessment tool software the student's total score for *Ideas*.

Investigations into Components of Writing (ICW) Post-tuition Assessment Tutor Record Sheet

Student:	Tutor:	Date: / /
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Punctuation	Activity 1 – Punctuate the piece of writing: Punctuation within sentences	/3	/5
	Activity 1 – Punctuate the piece of writing: Sentence punctuation	/2	
Spelling	Green – Spelling	/12	/13
	Green – Case consistency	/1	
	Blue – Spelling	/12	
	Blue – Case consistency	/1	
Vocabulary	Activity 1 – Describe emotions	/9	/29
	Initial prompts required	Y / N	
	Activity 2 – Describe nouns and verbs: Nouns	/12	
	Activity 2 – Describe nouns and verbs: Verbs	/6	
	Activity 3 – Create a mood	/2	
Sentence Control	Activity 1 – Varying sentence beginnings	/3	/5
	Activity 2 – Expand sentences	/2	
Ideas	Activity 1 – Generate ideas: Number of ideas	/4	/29
	Activity 1 – Generate ideas: Prompts	/2	
	Activity 1 – Generate ideas: Relevance of response	/3	
	Activity 2 – Develop a story-line: Prompts	/2	
	Activity 2 – Develop a story-line: Number of key events/elements generated	/2	
	Activity 2 – Develop a story-line: Sequence of ideas	/3	
	Activity 2 – Develop a story-line: Quality of ideas	/3	
	Activity 3 – Write a paragraph: Inclusion of detail	/2	
	Activity 3 – Write a paragraph: Cohesion of ideas	/2	
	Activity 3 – Write a paragraph: Sentence demarcation	/1	
	Activity 3 – Write a paragraph: Spelling/vocabulary	/2	
	Activity 3 – Write a paragraph: Overall legibility	/3	
Total for Green/Blue			/81

Student:

Tutor:

Date: / /

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start

National Tuition Program

Investigations into Components of Writing (ICW)

Post-tuition Assessment
Student Worksheets

Green/Blue

Student:

Tutor:

Date: / /

Punctuation

Activity 1 – Punctuate the piece of writing

Change the letters that should be capital letters.

Add full stops at the end of each sentence.

Practice word

A
~~a~~ndrew

the athletics competition was scheduled

for tuesday and kate was excited she

was confident she could run as fast as

she had in adelaide she wasnt in the

least bit nervous

Student:	Tutor:	Date: / /
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Spelling

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

Student:	Tutor:	Date: / /
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Vocabulary

Activity 1 – Describe emotions

1. Ned has been in the bush a long time. It was now cold. He knew he was lost.

How might Ned feel?

2. Jack raced to the door and whipped it open before the bell had finished ringing. It was his brother. He had finally come home.

How might Jack feel?

3. When school was over, Susan walked to where she had agreed to meet her friends. They weren't there and the movie started in half an hour.

How might Susan feel?

Student: _____

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Date: / /

Vocabulary

Activity 2 – Describe nouns and verbs

1. The _____, _____ football player ran onto the _____, _____ field.

2. The _____, _____ dolphin swam in the _____, _____ ocean.

3. The _____, _____ fruit grew on the _____, _____ tree

4. The football player kicked powerfully.

The football player kicked _____ .

The football player kicked _____ .

5. The dolphin dived _____ .

The dolphin dived _____ .

6. The fruit tasted _____ .

The fruit tasted _____ .

Student:	Tutor:	Date: / /
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Sentence Control

Activity 1 – Vary sentence beginnings

Harry and Bez loved music.	
They wanted to form a band.	<i>Their one dream in life was to form a band.</i>
They borrowed a guitar from their friend.	<i>Not owning any instruments they borrowed a guitar from their friend, Davey.</i>
They practised playing songs.	
They decided on a name for their band.	
They asked to play at the school assembly.	
They were a huge success.	

Student:	Tutor:	Date: / /
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Sentence Control

Activity 2 – Expand sentences

Morley rode his bike with his brother.

Where?

Morley rode his bike along the track with his brother.

or

Peddling along the bumpy road, Morley rode his bike with his brother.

Morley rode his bike with his brother.

When?

Morley rode his bike with his brother.

Why?

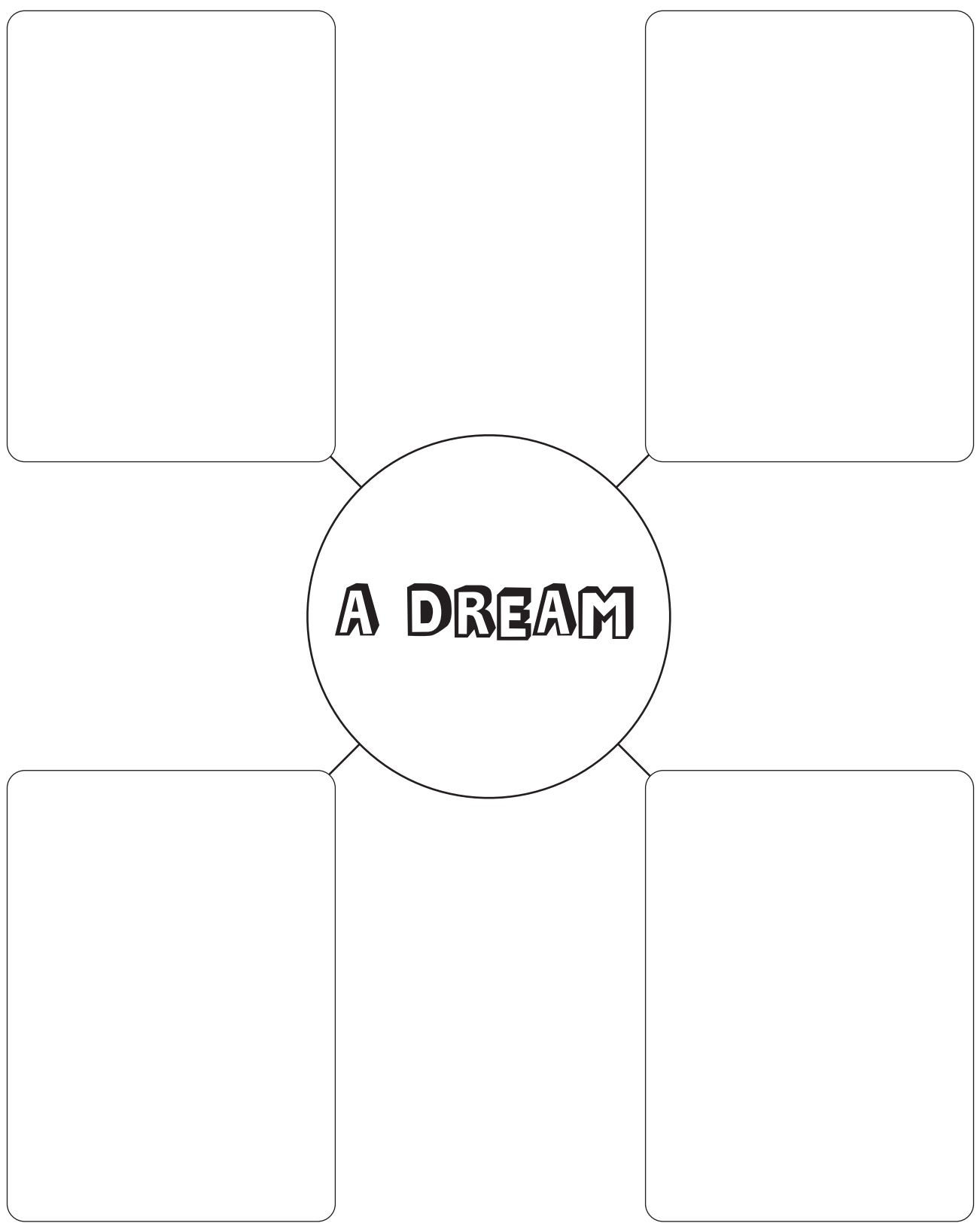
Morley rode his bike with his brother.

How?

Student:	Tutor:	Date: / /
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Ideas

Activity 1 – Generate ideas



Student:	Tutor:	Date: / /
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Ideas

Activity 2 – Develop a story-line

