***Learning Goal:***I will demonstrate my knowledge of form and style of business writing by developing and organizing information for a report on improving life at GCHS

You will write a short report for the School Board on things GCHS can do to improve the learning and experiences of students who attend. Your report will use the following organization:

1. Title Page and Table of Contents

This section should only be a few short paragraphs. It goes on a separate page

1. Introduction Section
   1. Purpose of Report
   2. Background of School

This section should be 1-2 pages, divided into sections/sub-sections. Include your graphs and charts here. Refer to and explain the info in the graphs/charts

1. Main Section
   1. Improving Learning
   2. Improving Student Experiences
   3. Related Tables, Graphs, Charts
2. Conclusion

Keep it short

* 1. Wrap up Report

1. Recommendations

Write your recommendations on what the audience should do with your information. It could be paragraphs or point-form with explanations

* 1. Next Steps for School

***Success Criteria:***

* I will use the “3x3 Business Writing Process” (Prewriting, Writing, Revising) to brainstorm, organize, write, and edit your information.
* I will research background information about the school including number of students, number of staff, areas served, courses offered, extra-curriculars offered, etc.
* I will use your own ideas to create suggestions that improving both the learning and experiences of students attending GCHS
* I will organize the main section of your report into different subsections as necessary
* I will create titles and subtitles
* I will include at least one graph and one chart/table in my report
* I will type my report, using MLA style
* I will edit for spelling and grammar, and completeness of ideas

***RUBRIC***

* Your report is only complete when you have completed all of the Success Criteria
* Each category is worth 25% off your overall mark

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Below Level 1**  **(Below 50%)** | **Level 1**  **(50%-59%)** | **Level 2**  **(60%-69%)** | **Level 3**  **(70%-79%)** | **Level 4**  **(80%-100%)** |
| ***Knowledge***  Student demonstrates knowledge of form and style of reports and the development and organization of content | Student does not demonstrate knowledge of form and style of reports and/or the development and organization of content | Student demonstrates limited knowledge of form and style of reports and the development and organization of content | Student demonstrates some knowledge of form and style of reports and the development and organization of content | Student demonstrates considerable knowledge of form and style of reports and the development and organization of content | Student demonstrates thorough knowledge of form and style of reports and the development and organization of content |
| ***Thinking***  Student demonstrates detail and information on topics within report | Student does not include details and information in report | Student includes limited details and information in report | Student includes some detail and information in report | Student includes considerable details and information in report | Student includes thorough details and information in report |
| ***Communication***  Student communicates clearly and effectively within report | Student does not communicate clearly and/or effectively | Student demonstrates limited clear and effective communication | Student demonstrates some clear and effective communication | Student demonstrates considerable clear and effective communication | Student demonstrates thorough clear and effective communication |
| ***Application***  Student effectively applies skills and presents information | Student does not apply or effectively present information | Student applies and presents information with limited success | Student applies and presents information with some success | Student applies and presents information with considerable success | Student applies and presents information with thorough success |

***Marks:***

**KNOWLEDGE (Form and Style of Reports / Developing and Organizing Content) /25**

**THINKING (Details in report / Information on Improving Learning & Experiences / Use of Graphics & Charts) /25**

**COMMUNICATION (Clear ideas / Spelling and Grammar) /25**

**APPLICATION (Presentation of Information / Creation of Report) /25**

**TOTAL /100**