**First Draft**

**Book: \_\_ Unit: \_\_ Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Word count:\_\_ Due Date: \_\_\_\_\_\_\_\_\_**

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|  | **Task Completion** | **Formal Requirements:**  | **Coherence & Cohesion** | **Vocabulary Range** | **Grammatical Accuracy**  | **Spelling**  | **Capitalization& Punctuation**  |
| **On Topic** | **Response format**  | **Word count (50-80 words)** |
| **Excellent**  |  |  |  |  |  |  |  |  |
| **Good**  |  |  |  |  |  |  |  |  |
| **Satisfactory**  |  |  |  |  |  |  |  |  |
| **Unsatisfactory**  |  |  |  |  |  |  |  |  |

**\*No score will be given to any first draft which is submitted after the due date.**

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| **Comment:** | **On time:** **Yes / No** |

**Final Copy**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_ Due Date: \_\_\_\_**

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**\*No score will be given to any final copy which is submitted after the due date.**

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|  | **Task Completion** | **Formal Requirements:**  | **Coherence & Cohesion** | **Vocabulary Range** | **Grammatical Accuracy**  | **Spelling**  | **Capitalization& Punctuation**  |
| **On Topic** | **Response format**  | **Word count (50-80 words)** |
| **Excellent ( = 3)** |  |  |  |  |  |  |  |  |
| **Good ( = 2)** |  |  |  |  |  |  |  |  |
| **Satisfactory ( = 1)** |  |  |  |  |  |  |  |  |
| **Unsatisfactory ( = 0)** |  |  |  |  |  |  |  |  |
| **SCORE** | **/ 3** | **/ 3** | **/ 3** | **/ 3** | **/ 3** | **/ 3** | **/ 3** | **/ 3** |
|  | **TOTAL** | **/ 24** |

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| **Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  | **On time:** **Yes / No**  |