

# **NBSC Manly Campus**



# **Year 9 2023**

**ASSESSMENT INFORMATION  
AND SCHEDULE**

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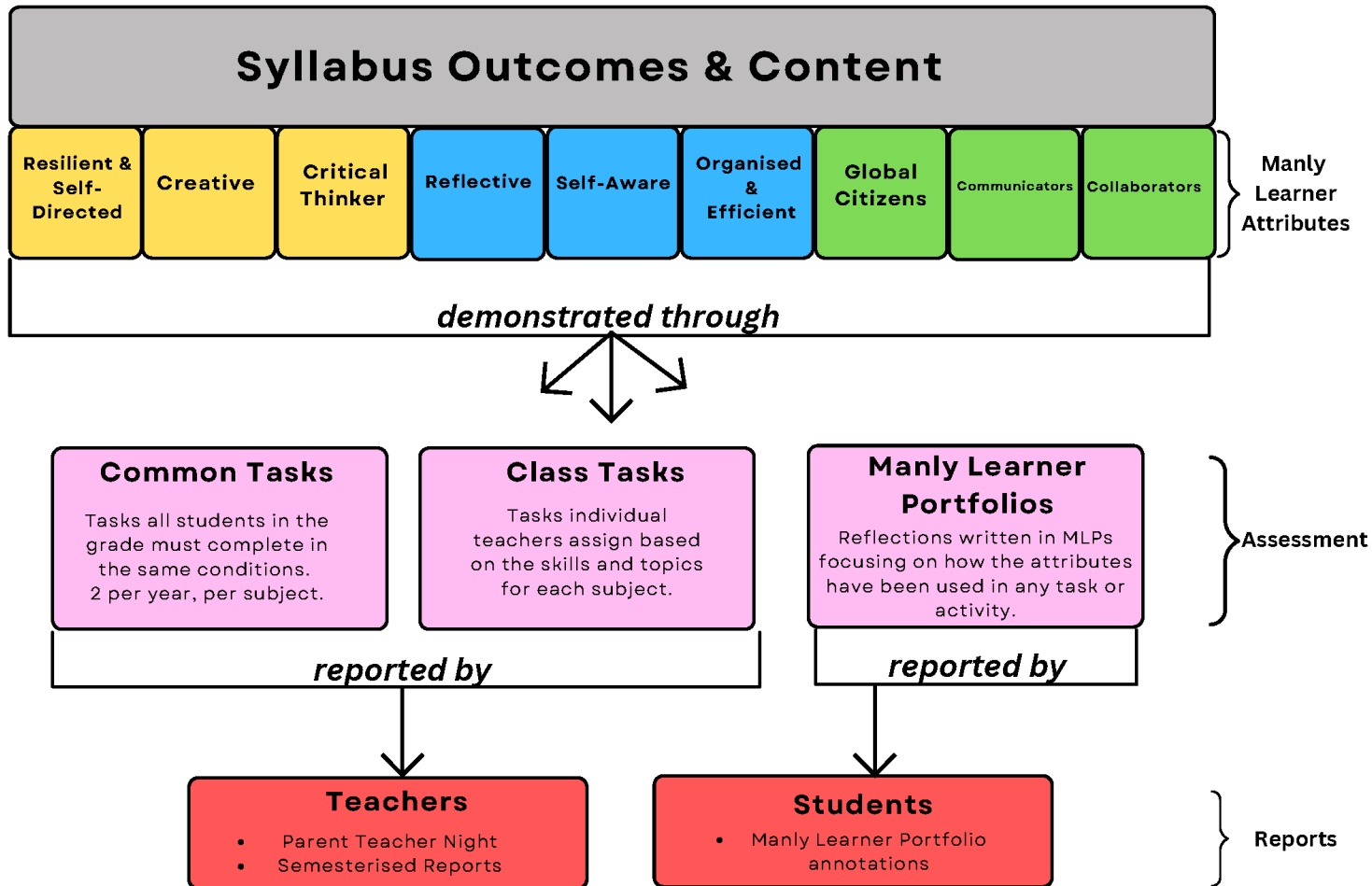


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## What Contributes to my Reports

# What Contributes To My Reports?



## Year 9 Common Task Schedule 2023

WEEK	TERM 1	TERM 2	TERM 3	TERM 4
WEEK 1		Commerce (100 & 200 hours) Science Visual Arts		French Japanese
WEEK 2		History		History PASS Visual Arts
WEEK 3		English Visual Design		Science
WEEK 4		Design and Technology Information & Software Technology	PDHPE (Note: this task is due mid-late Term 3; due date TBD)	Visual Design
WEEK 5			Engineering Technology French Japanese	Information & Software Technology
WEEK 6	Geography		Design & Technology History	
WEEK 7	Historical Mysteries Information & Software Technology Mathematics		Geography Science	
WEEK 8	Design & Technology Food Technology Robotics & Mechatronics	Food Technology Geography Historical Mysteries	Mathematics Visual Design	Food Technology
WEEK 9	French Japanese	Commerce (100 & 200 hours) Drama Mathematics	Commerce (100 & 200 hours) Drama Historical Mysteries Creative Writing Architecture & Graphic Design	
WEEK 10	Drama History Elective PDHPE	Architecture & Graphic Design Engineering Technology English History Elective	English History Elective Robotics & Mechatronics Visual Arts	Architecture & Graphic Design  Engineering Technology Robotics & Mechatronics
WEEK 11	Creative Writing PASS			

## Year 9 Assessment Outline 2023

SUBJECT	SEMESTER 1		SEMESTER 2	
	COMMON TASKS	CLASS TASKS	COMMON TASKS	CLASS TASKS
<b>Architecture &amp; Graphic Design</b>	CAD Design Project (Term 2, Week 10)	Hand Drawing	Architectural Design Project (Term 3, Week 10) Graphic Design Project (Term 4, Week 10)	
<b>Commerce (100 &amp; 200 hours)</b>	Consumer Choice Report (Term 2, Week 1) Investment Presentation (Term 2, Week 9)		Law, Society & Political Involvement Exam (Term 3, Week 9)	
<b>Creative Writing</b>	Short Story Composition (Term 1, Week 10)	Compositions Peer Assessment	Project (Term 3, Week 10)	Reflective writing Peer assessment Writer's festival
<b>Design &amp; Technology</b>	Logo Design and design process (Term 1, Week 8) Design Brief 1: Product and folio (Term 2, Week 4)		Design Brief 2: Product and folio (Term 3, Week 6)	Gifts for special occasions (Term 4, Week 10)
<b>Drama</b>	Improvisation (Term 1, Week 10) Group Performance (Term 2, Week 9)	Logbook Entries Performance Tasks	Group Performance (Term 3, Week 9)	Logbook Entries Performance Tasks
<b>Engineering Technology</b>	Structures Task 1 (Term 2, Week 10)	Structures - Investigating structures: pasta towers (Term 1, Week 6)	Mechanisms Task 2 (Term 3, Week 5) Mechanisms Task 3 (Term 4, Week 10)	

<b>English</b>	Crime Fiction Narrative (Term 2, Week 3) Romeo and Juliet Appropriation (Term 2, Week 10)	NAPLAN preparation Creative writing exercises Film analysis	Novel Exposition (Term 3, Week 10)	Poetry analysis Media analysis Close reading
<b>Food Technology</b>	Task 1 – Practical & Research (Term 1, Week 8) Task 2 – Practical & Research (Term 2, Week 8)		Task 3 – Practical & Research (Term 4, Week 8)	
<b>French</b>	Listening, Reading Writing Task (Term 1, Week 9)	Topic Tests Short Film & role plays	Listening, Reading Writing (Term 3, Week 5) Speaking & Writing Task (Term 4, Week 1)	Topic Tests Short Film & role plays
<b>Geography</b>	Biomes Report (Term 1, Week 6) Food Sustainability Group Activity (Term 2, Week 8)		Megacities & Migration Website (Term 3, Week 7)	
<b>History</b>	The Industrial Revolution/Movement of People (Term 2, Week 2)		Australians at WWI (Term 3, Week 6) Australians at WWII (Term 4, Week 2)	
<b>History Elective</b>	Virtual Museum (Term 1, Week 10) Documentary Film (Term 2, Week 10)		Court Trial Persuasive Evaluation (Term 3, Week 10)	
<b>Historical Mysteries</b>	Conspiracies Essay (Term 1, Week 7) Scandals Board Game Research (Term 2, Week 8)		Historical Mysteries Podcast Report (Term 3, Week 9)	

*Assessment Outline continued on the next page*



	SEMSTER 1		SEMESTER 2	
SUBJECT	COMMON TASKS	CLASS TASKS	COMMON TASKS	CLASS TASKS
<b>Information &amp; Software Technology</b>	Research Task S1 (Term 1, Week 7) Internet and Website Development (Term 2, Week 4)		Robotics 3D Printing and Arduino Circuit Design (Term 4, Week 5)	
<b>Japanese</b>	Listening, Reading Writing Task (Term 1, Week 9)	Education Perfect & Topic Tests Film study and script	Listening, Reading Writing (Term 3, Week 5) Speaking & Writing Task (Term 4, Week 1)	Education Perfect & Topic Tests Film study and script
<b>Mathematics</b>	Class Test (Term 1, Week 7) Class Test (Term 2, Week 9)	Topic Tests	Semester Exam (Term 3, Week 8)	Topic Tests
<b>Music</b>	“Music of Another Culture” - Presentation (Term 1, Week 9) “Baroque Period” - Performance, Composition, Musicology (Term 2, Week 7)	Aural analysis of Balinese Music Topic Quiz Melodic Dictations	“Classical Period” - Composition, Musicology Term 3, Week 8)	Score reading analysis Jazz Podcast Jazz Arrangement
<b>PASS</b>	Body Systems Examination (Term 1, Week 11) Movement Skills (All practical lessons in Semester 1)	Sport Coaching Gala Day Planning	Technology Analysis (Term 4, Week 2)	Event Management- Gala Day Practical Activities
<b>PDHPE</b>	Public Service Announcement- eSafety skills (Term 1, Week 10)	Practical activities Journal & Case study	Written response- Respectful Relationships (Mid to Late Term 3)	Practical activities Magazine article
<b>Robotics &amp; Mechatronics</b>	Egg Drop and Report (Term 1, Week 8)	Bristlebot and Report OTTO Robot and Report	Robotic Hand and Report (Term 3, Week 10) Project and Report (Term 4, Week 10)	

<b>Science</b>	Experimental design (Term 2, Week 1)	Topic Tests & Research Reports Practical activities	Practical Task (Term 3, Week 7) Yearly Exam (Term 4, Week 3)	Topic Tests & Research Reports Practical activities
<b>Visual Arts</b>	“Portrait” Portfolio (Term 2, Week 1)	Visual Arts Diary Practical Tasks	“Metamorphosis” Body of Work (Term 3, Week 10) Sculpture: Art History/Criticism (Term 4, Week 2)	Visual Arts Diary Practical Tasks
<b>Visual Design</b>	“Surrealist” Portfolio (Term 2, Week 3)	Photography practical tasks Analysis task	City in Decay Portfolio (Term 3, Week 8) “Objectified” Body of Work (Term 4, Week 4)	Photography practical tasks Graphic drawing tasks
<b>Other</b>	ICAS Science Competition Maths Inquisitive Minds Education Perfect Championships (Languages) Immerse Me Games (Languages)		<ul style="list-style-type: none"> <li>• ICAS English Competition- optional</li> <li>• Australian Maths Competition</li> </ul>	

# What is Assessment?

Assessment is used by your teachers for the collection and evaluation of evidence of your learning. Assessment has many purposes, including:

- providing opportunities for teachers to gather evidence about your achievement in relation to syllabus outcomes
- enabling you to demonstrate what you know and can do
- clarifying your understanding of concepts and promoting deeper understanding
- providing evidence that your current understanding is a suitable basis for future learning

## Assessment for Learning

Assessment for learning involves teachers using evidence about your knowledge, understanding and skills to inform their teaching. This type of assessment is often referred to as 'formative assessment'. However, assessment for learning only becomes formative once a teacher changes teaching and learning activities based on collected data. Assessment for learning usually occurs throughout a unit of work, as it is designed to clarify your learning and understanding of content and skills being taught.

Examples of assessment for learning activities include:

- Observation of your learning
- Classroom activities and bookwork
- Homework assignments
- Mini tests/quizzes or presentations
- Group and pair work
- Experiments/performances

## Assessment as Learning

Assessment as learning occurs when you are your own assessor. This is when you monitor your own learning, ask questions and use a range of strategies to decide what you know and can do, and the next steps in learning. Often assessment as learning will involve you working with your teacher to create learning goals specific to your needs.

Examples of assessment as learning activities include:

- Self-assessment and peer-assessment
- Reflecting on learning
- Maintaining a learning journal
- Setting personal learning goal

## Assessment of Learning

Assessment of Learning determines your level of performance on a specific task in relation to outcomes and standards. Sometimes referred to as 'summative assessment', it usually occurs at defined key points during a unit of work or at the end of a unit, term or semester, and may be used to determine your Overall Level of Achievement for a subject.

Examples of assessment of learning:

- Assessment tasks/ unit tests
- Projects / research assignments
- Oral engagement / presentations
- Practical tasks and artworks
- Portfolios
- Practical performances and compositions
- Half-yearly and yearly examinations

Source: <http://syllabus.bostes.nsw.edu.au/support-materials/assessment/>

## Feedback

Feedback enables you to recognise your strengths as well as areas for development, and to identify and plan with your teacher the next steps in your learning. The best type of feedback is timely and specific, is constructive and meaningful, and corrects misunderstandings related specifically to a task. You should receive feedback before and after common assessment tasks.

Sometimes the best form of feedback is self-assessment and reflection, and programs should ensure you are provided with opportunities to do this before and after common assessment tasks.

When a common assessment task is returned to you, your teachers will first give written feedback (often in the style of medals/missions based on the assessment criteria), and then at a later time, once you have reflected on this feedback, you may be awarded a mark or grade.

The feedback you receive from your teachers will be both formal and informal. Below is a list of some forms of feedback your teacher may give to you:

- oral feedback from teacher or peers, such as collaborative activities and conferencing
- written feedback from teacher and/or peers, based on the criteria for assessing learning
- whole-class discussions to clarify the task during the activity, including blogs, wikis and forums
- whole-class or individual student comments about aspects of the activity where students performed well, and how to improve
- peer and self-assessments and self-reflections
- checklists, criteria sheets, comments or grades
- ongoing oral or written comments, including questioning students' understanding
- cues, reinforcements or prompts to redirect learning
- drafts and resubmissions
- peer collaboration using online tools
- written, audio or digital annotations
- discussion of a range of student work samples and other examples beyond the classroom in relation to criteria

Source: <http://syllabus.bostes.nsw.edu.au/support-materials/effective-feedback/>

## High Potential and Gifted Learners

NBSC Manly Campus is an academically selective school, and therefore all learning opportunities, and related assessment activities, have been developed to meet the needs of high potential and gifted learners.

High potential and gifted learners:

- comprehend complex ideas more fully
- learn more rapidly and in greater depth than their age peers
- may exhibit interests that differ from those of their age peers
- have an unusually well-developed sense of justice and fairness
- exhibit emotional intensity
- have hobbies and interests similar to those of older peers
- often have a tendency to prefer the companionship of older peers
- have an enhanced capacity to empathise with the feelings of others
- often demonstrate a more mature sense of humour than age peers

Source: Gifted and talented students: a resource guide for teachers in Victorian Catholic Schools (2013)

### ***Underachievement***

Gifted underachievers are students who possess considerable intellectual potential but who are performing in a mediocre fashion or worse in an educational setting (Davis, 1997).

*Characteristics of gifted underachievers:*

- poor test performance
- daily work frequently incomplete or poorly done
- superior comprehension and retention of concepts when interested
- shows initiative in pursuing self-selected projects at home
- easily distracted; unable to focus attention and concentrate efforts on tasks
- has an indifferent or negative attitude towards school
- vast gap between qualitative level of oral and written work

*Strategies to help underachievers meet their potential:*

- consistent and realistic feedback on work
- independent study to learn how to manage research without teacher direction
- one-on-one tutoring for talent development
- real world audience to be given realistic feedback from experts
- conceptual discussion to explore themes, generalisations, issues, problems
- individualised benchmark setting to plan and monitor performance goals short term
- enrichment/extension projects and self-direction

Source: *Reforming Gifted Education*, Karen B. Rogers, Ph.D.

## **Perfectionism**

Setting personal standards and pursuing excellence is important and healthy in many life situations. However, perfectionism can become unhealthy when it causes stress, pain, illness, procrastination, and underachievement. While not inclusive, some causes of perfectionism include a desire to please others, early successes and no failures at a young age, and difficulty setting realistic goals.

*(Source: National Association for Gifted Children)*

Characteristics of perfectionists:

- little satisfaction or pleasure from task completion
- inflexible high standards/unrealistic expectations
- fear of failure
- sense of self closely aligned with successful completion of activity or task
- some difficulty with starting or completing tasks
- failure associated with harsh self-criticism and loss of self-esteem
- 'compulsive' tendencies and self-doubts

Strategies to help underachievers meet their potential:

- structured problem-solving, goal-setting and prioritising
- daily and weekly goal-setting – set specific achievable tasks
- spending greater time with friends and family
- physical exercise and good nutrition
- working closely with a mentor to chunk tasks and manage time

*Source: Reforming Gifted Education, Karen B. Rogers, Ph.D.*

For more information, or further help with strategies relating to underachievement or perfectionism, contact one of the school counsellors.

## Homework

# What Can Homework Look Like?

### Revision

Revising the topics and skills from in class to consolidate your learning and prepare for future tasks.

### Preparation

Completing tasks set by teachers to be prepared for the next lesson (e.g. readings).

### Assessments

Working on common tasks or class tasks so they are ready by the due date.

### Catch Up

Completing work you did not finish in class or missed due to absence.

### Additional Tasks

At times, your teachers may ask you to complete additional tasks for homework.



## Common Task Procedures and Practices

### Timing of Tasks

You **will be** advised of the precise timing of common tasks **IN WRITING** at least two weeks before the task is to be administered. This will take the form of an official common task notification, detailing the nature of the task, and the marking criteria.

It is your responsibility to be alert to the notification of the tasks. In case of absences from school, you will need to check with your teachers immediately upon your return and be ready to complete the missed task immediately.

You should have no more than two common tasks due per day – including tests.

### Examination and Test Procedures

Examination conditions shall apply from when the first student enters the classroom until the dismissal of students.

1. NO electronic devices, except NESA approved calculators, are to be used during any examination.
2. Complete silence **MUST** be adhered to whilst you are in the classroom/hall.
3. You **MUST** sit facing the front and are **NOT** to turn around or look at any other paper.
4. You are **NOT** to communicate with any other student in any way.
5. You must remain for the entire duration of every exam.
6. You **MUST** obey all reasonable instructions given by supervisors.
7. Borrowing is **NOT** permitted.
8. All enquiries are to be addressed to a classroom teacher by raising your hand and waiting patiently.
9. Code of Conduct School rules apply during ALL exams, including the wearing of full school uniform.
10. No equipment will be lent by the faculty, unless specified by the faculty. E.g.; Japanese dictionary.

### Procedure for Missed Common Tasks

#### **Absence due to illness /misadventure**

If you miss an examination or common task you are to report to the classroom teacher of that subject on the first day of your return. If students are absent from a common task, they **MUST** provide a satisfactory reason and a note from a parent/guardian immediately upon returning to school to the Head Teacher. If a satisfactory reason is not provided, they may receive a zero mark for this common task.



### **Approved extra-curricular activities**

NBSC Manly Campus supports students who participate in both school-based and non-school-based extra-curricular and other activities.

Generally, school-based sporting or other activities do not impact on the distribution/sitting/handing in of common tasks since school routines and calendars accommodate and communicate this information in advance.

The following guidelines apply for most students who participate in non-school-based sporting or other activities where there is the potential to impact upon the distribution/sitting/handing in of common tasks:

1. Student provides their teacher with at least 2 weeks' notice of the activity occurring. This must include a letter from the parent/caregiver that lists the date, timing, event and location of the activity.
2. Teacher informs Head Teacher.
3. Depending on the nature of the task, a decision is made to provide an alternative option for the student.
4. Student is informed as soon as convenient of the arrangements.

### **Technology failure**

Technology failure is NOT a valid excuse for the failure to submit a common task.

## **Handing in Common Tasks**

When handing in a common task, you must collect a Cover Sheet from the library to declare it is all your own work. This sheet must be filled in and attached to your common task BEFORE submitting it to your teacher. This is only required for hand in Common Tasks, not tests, class tasks or examinations.

### **Late Submission of Common Tasks**

If an assessment task is handed in late:

- there must be a reasonable explanation with communication from parents (letter, email, phone call)
- penalties may apply and marks may be deducted.



## NBSC Manly Campus Common Assessment Task Cover Sheet

<b>Surname:</b>	<b>Given Name:</b>
<b>Subject:</b>	<b>Task Title:</b>
<b>Teacher:</b>	
<b>Due Date:</b>	<b>Date of submission:</b>

### Common Assessment Task Cover Sheet

*Please attach this signed cover sheet to every common assessment task you submit.*

#### All My Own Work

1. *Acknowledgement of Sources by compiling a bibliography*

One of the most important elements of good practice involves careful acknowledgement of the ideas of others used in your response. This acknowledgement should occur in your answer at the point where you use another's ideas (e.g. Jones, 2007, p.92, i.e. author's surname, date of publication, page) and in a bibliography at the conclusion of your response.

2. *Avoiding plagiarism*

Plagiarism involves using the work of another person and presenting it as your own. These are some ways you would be plagiarising, unless you have clearly acknowledged your source:

- Copying out part(s) of any document from any source, including the internet;
- Using someone else's ideas or conclusions, even if you have put them in your own words;
- Copying out or taking ideas from the work of another student/tutor/other source, even if you have reworded some parts.

#### Declaration

I have read and understood the above statements about plagiarism. I certify that this task is entirely my own work and that I have fully referenced all my sources.

Student Signature/Confirmation: .....Date: .....

## **Alleged Malpractice in Common Tasks or Examinations**

Malpractice, or cheating, is “dishonest behaviour by a student that gives them an unfair advantage over others”. Plagiarism is copying someone else’s work and pretending that it is your own.

Malpractice may include:

- plagiarism (copying someone else’s work in part or in whole, and claiming that it is your work);
- collusion (allowing someone to copy your work);
- forbidden aids (this would include bringing into an examination situation secret notes, or any helpful electronic device not specifically allowed, whether or not it is used);
- using material directly from books, journals, or the internet or any other source without reference to the source;
- building on the ideas of another person without referring to the source.

Allegations of plagiarism or other forms of malpractice will be reported to the Head Teacher who will investigate the matter and, if proven, a zero may be awarded for the common task.

Teachers attempt to assist students to avoid malpractice in these ways:

1. Classroom and other teachers instructing students in good and ethical practice.
2. Signs are displayed in appropriate areas, including the Library, explaining aspects of good practice.
3. Easily identify plagiarised work (and decrease the amount of plagiarism) by requiring students to submit all written task (including speech transcripts) to TurnItIn ([www.turnitin.com](http://www.turnitin.com)).

## Understanding Overall Levels of Achievement (OLAs)

### Outstanding

The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.

### High

The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

### Sound

The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.

### Basic

The student has a basic knowledge and understanding of the content and has achieved a basic level of competence in the processes and skills.

### Limited

The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

## Formal School Reports

The school formally reports on your progress twice each year: a Semester 1 report (Half-Yearly Report) for Years 7-10 issued at the end of Term 2, and a Semester 2 report (Yearly Report) for Years 7-10, issued at the end of Term 4. Students report on their learning attributes in their Manly Learner Portfolios which are attached to Semester 2 reports.

## Learner Attributes

In addition to reporting on academic achievement through allocation of OLAs, teachers will also report on learner attributes. At NBSC Manly Campus we value the development of important attributes that will ensure success in the dynamic, technology-rich 21st century world, and allow you to grow into your role as an active, engaged citizen. Below is a graphic outlining the nine Manly Learner attributes that you must develop and demonstrate throughout your learning.

<b>CHALLENGED</b>	<b>ACADEMIC EXCELLENCE</b>	<b>ENGAGED</b>	<b>PERSONAL BEST</b>	<b>CONNECTED</b>	<b>GIVING BACK TO THE COMMUNITY</b>
	Resilient and Self-Directed <i>Challenging ~ Persisting ~ Aspiring</i>		Reflective <i>Monitoring ~ Growing ~ Understanding</i>		Global Citizens <i>Participating ~ Acting ethically ~ Advocating</i>
	Creative <i>Innovating ~ Imagining ~ Problem-Solving</i>		Self-aware <i>Empathising ~ Caring ~ Celebrating</i>		Communicators <i>Connecting ~ Listening ~ Leading</i>
	<i>Critical Thinker</i> <i>Inquiring ~ Knowledge-gathering ~ Analysing</i>		Organised and Efficient <i>Chunking ~ Prioritising ~ Managing</i>		Collaborators <i>Contributing ~ Negotiating ~ Trusting</i>

# Guide to Academic Writing

Below are some general points to remember when you are writing your assignments:

- Keep your writing clear, concise and in a formal register.
  - Avoid colloquial expressions, slang, idioms and the language of texting.
  - Avoid personal language such as 'I' or 'in my opinion' unless the task requires you to write like this such as in a reflection statement or persuasive writing as in NAPLAN.
  - Avoid posing questions to your reader and making assumptions about their views on the subject.
- You should aim for accuracy in your use of grammar, vocabulary, punctuation, paragraphing and spelling. Not only what you have to say is important, but also how you express it is critical for success.
- Remember that you're writing for an audience which is well informed and interested in what you have to say about the topic. Your ideas should be your own, based on your informed opinion. If you use someone's work you should use quotation marks and acknowledge that this is their work in your bibliography.
- Academic writing tends to be fairly dense, with relatively long sentences and wide use of subordinate clauses. Incorporate relevant metalanguage to make your points clearly and effectively.

## Structure

Different text types require different writing styles however each piece of writing requires that you have a beginning, middle and end.

- Your writing is separated into paragraphs to facilitate the flow of your argument. We start a new paragraph when we want to present a fresh viewpoint on the topic or to develop our initial point. Each paragraph contains a topic sentence (usually the first sentence of the paragraph) which highlights this change in direction or development. The body of the paragraph then provides evidence to support the main idea. The last sentence concludes the idea.
- The introduction paragraph orientates the reader to your approach to the topic. Each body paragraph builds on this approach examining different aspects of the topic and using different evidence to support your ideas. The conclusion expresses your final thoughts and deductions. It should not simply to repeat what you have said in the introduction.
- Your ideas flow more smoothly with the use of connectives and help to make your meaning clear. For more on connectives see the list below.

## Connectives

The use of connectives helps to ensure that you remain on track in addressing the question. When connectives are used together with paragraphs, they act as signposts which assist the reader to focus on the direction of your argument.

- *Conjunctions of time* – as, after, as soon as, at first, at once, before, finally, just, meanwhile, next, now, now that, since, then, until, when, whenever, while
- *Conjunctions of reason* – although, as a result, because, by, consequently, despite, due to, for that reason, in case, in order, in this way, otherwise, since, so, so as to, so that, therefore, though, thus, to that end, unless, until, yet

- *Conjunctions of information* – and, also, as well as, besides, in addition, including, moreover, similarly
- *Conjunctions of contrast* – alternatively, but, except, however, in contrast, instead of, not only ... but also, on the one hand ... on the other hand, or, whereas

## Punctuation

There are conventions in the use of punctuation that you should observe in your writing. These include:

- Capital letters to begin sentences, for first names and surnames, titles, place names, institution names, days of the week, months of the year, street names, book and film titles, holidays and historical events.
- Full stops, question marks and exclamation marks to end sentences.
- Commas are *used* in lists, indicate a pause in the sentence, and mark clauses and phrases. They surround the name of a person being addressed, separate the day of the month from the year in a date, and separate a town from the state.
- Dashes, like commas, indicate added emphasis, an interruption, or an abrupt change of thought. They should be used carefully and are more suited to creative writing.
- Apostrophes are used for contractions to take the place of one or more letters and also indicate possession.
- Quotation marks for text extracts, highlighted words and words used with ironic intention
- Parentheses (also known as brackets) enclose statements that clarify and enclose numbers and letters that are part of a list.
- Colons are used to separate a sentence from a list of items also between two sentences when the second one explains the first and to introduce a long direct quote.
- Semicolons are used to take the place of a conjunction and often connect two different ideas related to the same point. They are also used to separate a list of things if there are commas within each unit.

## Grammar

The following points are the ones you are most likely to come across when writing assignments.

- You may see ‘Fragment (consider revising)’ when you are doing your assignment. This is because you have written an incomplete sentence. Sentences contain a complete thought and a subject, verb and object. You are required to write in complete sentences in expositions.
- Subjects and verbs have to “agree” with each other. This means that singular nouns take the singular form of the verb; plural nouns take the plural form of the verb.
- You are encouraged to use nominalisation; that is, try to write noun-based phrases rather than verb-based ones. For example, instead of *The level of obesity was increasing rapidly and health professionals were becoming concerned*. Write: *The rapid increase in obesity was causing concern among health professionals*.
- The choice between the past and present tense often indicates the difference between specific information and generalisations. For example, in reporting empirical investigations (experiments, surveys, etc.), details which are specific to the study, e.g. methods and results, are reported in the simple past tense, *This survey was conducted on 18-30 year olds living on the Northern Beaches* and the present tense is used for generalised conclusions, *We can conclude that in this demographic there are no significant health risks*.

- The present perfect tense is really concerned with the present situation, even though the action that the verb refers to happened or started in the past. The present perfect is, therefore, the appropriate choice for describing current trends: e.g. *From the middle of the previous decade, Australia has enjoyed a sharp run-up in the prices of our key commodity exports. This has led to an unprecedented boom in mining investment.*
- The present perfect is often used with time expressions that refer to periods that are still continuing, or have just ended: *since 2001, in recent years, in this century.* In contrast, you use the past tense when you 'locate' the situation or action in a past time - for example, when you refer to a past date or period: *Our family migrated to Australia over 20 years ago.*

### Conditionals and modals

When you draw conclusions based on evidence, or the application of a theory, you often need to make statements about your assessment of the likelihood that something:

- is true now
- will happen in the future
- happened in the past.

One of the most useful resources for expressing varying degrees of certainty is the system of modal verbs. The modals that are usually used in this way are: *might, would, could, may, should, will and must*

Would - used to speculate about hypothetical situations

Will - firm prediction

Must – confident conclusion, no other explanation possible

Should – confident assumption based on things going as predicted

Would – describing a hypothetical situation or possibility

May, might and could – describing weaker possibilities

### Active and Passive Voice

All sentences are in either the active or the passive voice, therefore tenses also have active forms and passive forms. In the active form, the thing/person doing the action is the subject of the sentence and the thing receiving the action is the object. E.g. *Macbeth's heroic actions deceived Duncan.* Most sentences are active and it is generally preferable to use the active voice. In the passive form the thing/person is the object of the sentence and the thing/person is the subject, e.g. *Duncan was deceived by Macbeth's heroic actions.*

## Spelling: Ten common spelling rules

1	Rule	Exceptions
	<ul style="list-style-type: none"> <li>– <b>Write <i>i</i> before <i>e</i> except after <i>c</i></b> - achieve, believe, friend, receive, receipt, perceive.</li> <li>– <b>Write <i>ie</i> after <i>c</i> for words with a <i>shen</i> sound</b> - ancient, efficient, sufficient, conscience.</li> <li>– <b>Write <i>ei</i> when the vowels sounds like an <i>a</i></b> as in <i>weigh</i> - neighbour, vein, reign, rein, deign.</li> </ul>	<ul style="list-style-type: none"> <li>– counterfeit, either, neither, height, leisure, forfeit, foreign, science, species, seize, weird.</li> </ul>
2	<ul style="list-style-type: none"> <li>– <b>Add <i>es</i> if a word ends in <i>ch, sh, ss, x</i> or <i>z</i></b> – arch, arches, clash, clashes, class, classes, box, boxes, quiz, quizzes.</li> <li>– <b>Add <i>es</i> for most words ending in <i>o</i></b> – tomato, tomatoes; hero, heroes; go, goes; do, does; echo, echoes.</li> </ul>	<ul style="list-style-type: none"> <li>– altos, duos, pianos, radios, solos sopranos, studios, videos, typos.</li> </ul>
3	<ul style="list-style-type: none"> <li>– <b>For words ending in <i>y</i> preceded by a vowel, retain the <i>y</i> when adding <i>s</i> or a suffix</b> – convey, conveys; employ, employer.</li> <li>– <b>For words ending in <i>y</i>, retain the <i>y</i> when adding <i>ing</i></b> – try, trying; justify, justifying; certify, certifying; study, studying.</li> <li>– <b>For words ending in <i>y</i>, preceded by a consonant, change the <i>y</i> to <i>i</i> before any other suffix</b> – try, tried; justify, justifies; certify, certifiable; mystify, mystified; laboratory, laboratories.</li> </ul>	<ul style="list-style-type: none"> <li>– dryness, shyness.</li> </ul>
4	<ul style="list-style-type: none"> <li>– <b>Drop the <i>e</i> when the suffix starts with a vowel</b> – save, savable; use, usable.</li> <li>– <b>Drop the <i>e</i> when the word ends in <i>dge</i></b> – judge, judgment.</li> <li>– <b>Drop the final <i>e</i> when adding <i>-ing</i></b> save, saving; manage, managing; trace, tracing; emerge, emerging.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>DO NOT DROP</b> the <i>e</i> if the word ends in <i>ce</i> or <i>ge</i> (e.g. <i>manage, manageable; trace, traceable</i>).</li> </ul>
5	<ul style="list-style-type: none"> <li>– ‘<i>t</i>’ or ‘<i>tt</i>’ when adding <i>-ing, -ed</i> and some suffixes to verbs</li> <li>– <b>DOUBLE the <i>t</i></b> for verbs of one syllable with a single vowel, or a short vowel sound – rot, rotting, rotted, rotten; fit, fitting, fitted; knot, knotting, knotted.</li> <li>– <b>DOUBLE the <i>t</i></b> for verbs of more than one syllable when the stress is on the last syllable – abet, abetting, abetting; allot, allotting, allotted; commit, committing, committed; emit, emitting, emitted; forget, forgetting, forgotten, (but forgetful).</li> </ul>	<ul style="list-style-type: none"> <li>– <b>DO NOT DOUBLE</b> the <i>t</i> for verbs of one syllable with a double vowel or a long vowel sound (e.g. <i>treat, treating, treated; greet, greeting, greeted</i>).</li> </ul>
6	<ul style="list-style-type: none"> <li>– ‘<i>r</i>’ or ‘<i>rr</i>’ when adding <i>-ing, -ed</i> and some suffixes to verbs</li> <li>– <b>DOUBLE the <i>r</i></b> for verbs of one syllable when the final <i>r</i> is preceded by a single vowel – star, starring, starred, starry; tar, tarring, tarred; war, warring, warred (but warfare); scar, scarring, scarred; stir, stirring, stirred.</li> <li>– <b>DOUBLE the <i>r</i></b> for words of more than one syllable when the stress does not fall on the first syllable, concur,</li> </ul>	<ul style="list-style-type: none"> <li>– <b>DO NOT DOUBLE</b> the <i>r</i> for verbs of one syllable when the final <i>r</i> is preceded by a double vowel (e.g. <i>fear &gt;fearing</i>,</li> </ul>



	concurring, concurred, concurrence; occur, occurring, occurred, occurrence; defer, deferring, deferred, (but deference); deter, deterring, deterring, deterrent; infer, inferring, inferred, (but inference); prefer, preferred, preferring, (but preference); refer, referred, referring, referral.	<i>feared</i> ). – <b>DO NOT DOUBLE</b> the <i>r</i> for words of more than one syllable, when the stress falls on the first syllable ( <i>e.g. prosper &gt; prospered, prospering</i> ).
7	– ‘ <i>l</i> ’ or ‘ <i>ll</i> ’ when adding <i>-ing, -ed</i> and some suffixes to verbs DOUBLE the <i>l</i> when it is preceded by a single vowel – cancel, cancelling, cancelled, cancellation; enrol, enrolling, enrolled (but enrolment); fulfil, fulfilling, fulfilled, fulfilment; level, levelling, levelled; travel, travelling, travelled, traveller.	– <b>DO NOT DOUBLE</b> the <i>l</i> when it is preceded by a double vowel ( <i>e.g. conceal &gt; concealing, concealed</i> ).
8	– <b>Dropping letters</b> - many words drop a letter when adding a suffix, but it is not always the final letter – argue, argument; proceed, procedure; humour, humorous; disaster, disastrous; repeat, repetition; administer, administration.	– There is no reliable rule covering these words, so they have to be memorised.
9	– <b>Word endings such as able/ible, ant/ance; ent/ence</b> - negligible, incredible, invisible, sensible, admirable, preventable, suitable, dependable, attendance, ignorance, nuisance, importance, sentence, difference, independence, intelligence.	– There is no reliable rule covering these words, so they have to be memorised.
10	– <b>Some words include letters which are not pronounced when the word is spoken</b> -advertisement, campaign, column, debt, design, doubt, gauge, ghetto, heir, knife, knowledge, island, mortgage, often, pneumatic, rhythm, solemn, subtle.	– There is no reliable rule covering these words, so they have to be memorised.

For further help with academic writing you can refer to ‘English Handbook and Study Guide A Comprehensive English Reference Book’ by Beryl Lutrín and Marcelle Pincus.

**Students can also book a time in the learning hub for help with tasks.**

## Glossary of Key Common Assessment Task Terms

<b>Account for</b>	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
<b>Analyse</b>	Identify components and the relationship between them; draw out and relate implications
<b>Apply</b>	Use, utilise, employ in a particular situation
<b>Assess</b>	Make a judgement of value, quality, outcomes, results or size
<b>Calculate</b>	Ascertain/determine from given facts, figures or information
<b>Clarify</b>	Make clear or plain
<b>Classify</b>	Arrange or include in classes/categories
<b>Compare</b>	Show how things are similar or different
<b>Construct</b>	Make; build; put together items or arguments
<b>Contrast</b>	Show how things are different or opposite
<b>Deduce</b>	Draw conclusions
<b>Define</b>	State meaning and identify essential qualities
<b>Demonstrate</b>	Show by example
<b>Describe</b>	Provide characteristics and features
<b>Discuss</b>	Identify issues and provide points for and/or against
<b>Distinguish</b>	Recognise or note/indicate as being distinct or different from; to note differences between
<b>Evaluate</b>	Make a judgement based on criteria; determine the value of
<b>Examine</b>	Inquire into
<b>Explain</b>	Relate cause and effect; make the relationships between things evident; provide why and/or how
<b>Extrapolate</b>	Infer from what is known
<b>Identify</b>	Recognise and name
<b>Interpret</b>	Draw meaning from
<b>Investigate</b>	Plan, inquire into and draw conclusions about
<b>Justify</b>	Support an argument or conclusion
<b>Outline</b>	Sketch in general terms; indicate the main features of
<b>Predict</b>	Suggest what may happen based on available information
<b>Propose</b>	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
<b>Summarise</b>	Express, concisely, the relevant details
<b>Synthesise</b>	Putting together various elements to make a whole

## Student Engagement Program and Learning Advisers

The Student Engagement Program supports students through mentoring and assistance with time management, organisation and motivation techniques. Learning Advisers work with students individually and in small groups to help them identify SMART goals and strategies to effectively supplement classroom and home learning.

You can access the Student Engagement Program in the following way:

- If your learning concerns are specific to a certain subject, discuss needs with your classroom teacher who will advise if further assistance from a Learning Adviser is appropriate.
- If your learning concerns are more general, contact your Year Adviser who may recommend you see a Learning Adviser.
- Come to the Learning Hub in the Library and speak directly to a Learning Adviser.

***If students are feeling overwhelmed with work, they can see their classroom teacher, Ms Brien, Ms Larsen or Ms Tye.***

***If they feel like they'd like some additional support regarding their wellbeing, direct them to their Year Advisor, or to book an appointment with a School Counsellor.***