**TEAL Writing task observation record**

Student name: Date:

TEAL Writing task:

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| **Prompt questions** | **Observations** |
| **Pre-writing phase***Planning and organisation – Does the student:** discuss or explore ideas with the teacher or other students to prepare for writing?
* show any evidence of planning before starting to write?
* organise themselves and their materials before beginning to write?
* gather any resources needed?
* discuss the task or clarify with a teacher or another student?
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| **Writing phase***Fluency and approach to writing – Does the student:** write confidently and quickly?
* continually reread as they write?
* correct errors while writing?
* stop to use resources before continuing to write?
* use illustrations or diagrams to add detail?
* write in the first language, and then ‘translate’ to English?
* write to quickly get their ideas down first, without worrying about errors?
* write more slowly because they are trying to be as error free as possible?
* use prompts and frameworks that may have been supplied?
* take care to make their handwriting as legible as possible?

*Resources used in completing the task – Does the student:** request assistance from a teacher for a word in English or how to spell a word or a phrase?
* request assistance from another student who speaks their first language, e.g. asking for a word in English?
* use resources from around the classroom, personal or class dictionaries?
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| **Post-writing phase***Strategies for revising, checking, reading their own work – Does the student:** reread and correct once they have finished their writing?
* use resources to correct errors?

*Rereading to the teacher/conferencing – Does the student:** accurately reread what they have written?
* pick up errors in grammar, spelling or punctuation as they read aloud?
* pick up errors if the teacher reads their work aloud?
* correct their own errors or require assistance?
* understand teachers suggestions for improving the writing?
* can the student work with other students to correct errors?
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| **Re-drafting phase***Writing a final draft – Does the student:** produce another draft with most errors corrected?
* include teacher/other student suggestions for improving the writing?
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