



**International Center
for Leadership
in Education**



Gold Seal Lesson:

Copernicus Education Gateway

Author(s): David Nohara			Lesson Title: Annual Report			
Grade Span			ICLE Application Model			
K-4	5-8	9-12 XX	A	B	C	D X

Instructional Focus:

Language Arts Integration—Students synthesize individual language arts skills
Writing—Students write for a variety of purposes and audiences with sophistication and complexity appropriate to the grade level

Performance Task

Working as a class, students will write an annual report for their school to present to the school district and community. As a class they will:

- Look at examples of annual reports, such as from corporations or other large organizations (often found on corporate Websites)
- Discuss important issues to be addressed, such as the school's role in any major district initiatives or progress toward stated goals

Students will then divide into groups to develop brief proposals for the content and organization of the report. Proposals should include:

- Possible sections, with type of information to be included in each
- Organization
- Presentation (format and organization)
- Possible themes
- Specific concerns of the different audiences

The class will then discuss the various proposals and choose one. Groups are then assigned at least one section of the report to research and write, with one group serving as the editorial board, responsible for ensuring coordination between sections. Each section should include a mix of text and graphics. Students will keep project journals, noting their assigned tasks and the steps they took to complete them. When the sections are complete, the class will review the sections and discuss ways they can be assembled to make a final product. The editorial group will be responsible for completing the finished product.

Although this is a fairly extended activity as it is, possible extensions of this activity would be a Web-based version of the report and an oral presentation perhaps to the School Board if appropriate. Groups could work on these at the same time the editorial group is revising the report.

ICLE Essential Skills

Present information in well-organized fashion that will be clear to the target audience. (ela 11)
Draft a report that engages an audience and is concise, clear, well-organized, accurate, and informative. (ela 12)
Understand and produce a variety of informative formats such as business letters, memos, reports, news articles, brochures, proposals and critiques. (ela 22)
Gather information from a variety of sources, including electronic sources, and summarize, analyze, and evaluate its use for a report. (ela 3)
Apply in writing the rules and conventions of grammar, usage, punctuation, paragraphing and spelling. (ela 1)
Understand and use graphs, charts, and visuals to enhance informational writing and oral presentations. (ela 29)
Understand rules of grammar, usage, punctuation, paragraphing and spelling. (ela 7)
Use ideas from journals, class discussion and literary criticism to write a paper that expresses a personal opinion, sustains a controlling idea, or uses specific evidence from literary texts to support an opinion. (ela 34)
Understand the nature and purpose of and be able to word process a variety of formats including essays, business letters, memos, instructions, policy statements, technical proposals, user manuals, lab reports, etc. (ela 30)

Scoring Guide:

	Excellent	Satisfactory	Unsatisfactory
Proposals (10 points— all in group get same grade)	7-10 points Proposals contain a complete set of sections organized in a logical manner. Section descriptions contain the type of information to be included and how the section relates to other sections and the overall report.	4-6 points Proposals contain a complete set of sections organized in a logical manner. Section descriptions contain the type of information to be included and how the section relates to other sections and the overall report. There may be a few major points omitted or seemingly irrelevant sections without justification.	0-3 points Proposals are incomplete, with few sections proposed or few descriptions of information to be included.
Research (30 points)	20-30 points Project logs are complete and reflect a variety of source types, an understanding of the content and its relevance to the topic, a focused search for information, and a clear train of research (e.g., one source leading to others). They also reflect consideration of how information found will shape the section and report.	10-19 points Project logs are fairly complete and reflect a variety of source types, an understanding of the content and its relevance to the topic, a focused search for information, and an evolving train of research (e.g., one source leading to others). At the same time, a few key questions may be unanswered, logical sources may not be listed, or the train of research may appear occasionally random.	0-9 points Project logs are incomplete, contain clear omissions in source types and questions investigated, and show lack of understanding of the relevance of the information to the topic.
Teamwork: Individual as part of team (10 points)	7-10 points Student fulfills research and writing tasks assigned and looks for additional ways to help other members or group as a whole. Is not necessarily a group leader, but plays constructive role in group discussions.	4-6 points Student fulfills research and writing tasks assigned, but could do more to help others in group. May be active in group discussions, but may not be focused on group's mission.	0-3 points Contributes little to group discussions or serves as distracting or destructive influence on group discussions; relies heavily on others to do their work for them
Teamwork: Team as a whole (10 points— all in group get same grade)	7-10 points Develops fair distribution of work, taking into consideration the interests and abilities of members; maintains focus; is able to resolve conflicts	4-6 points Develops fair distribution of work; maintains general focus; recognizes need for harmony but may not be able to maintain it consistently	0-3 points Work unevenly or unfairly distributed; some student views are suppressed while others dominate; shows lack of harmony or inability to cooperate or communicate
Report section: Individual	11-15 points Incorporates and identifies various sources; presents key	6-10 points Incorporates and identifies various sources; presents key	0-5 points Lacks effort or quality in several of the following areas:

contribution (15 points)	points clearly; is logically organized; obeys standard rules and conventions of written English. Successfully attempts to synthesize information and relate it to the original topic.	points clearly; is logically organized; obeys standard rules and conventions of written English. May leave a few key ideas unaddressed and may suffer from occasional lapses of logic, style or focus. Information may be complete, but may show lack of analysis and synthesis.	organization, sources consulted, grammar, spelling, logic, and analysis.
Report section: Team effort (25 points)	17-25 points Sections complete; reflects obvious and successful effort (either before or after individual pieces were written) to ensure consistency of style and language	9-16 points Sections complete; different pieces do not contradict each other; recognizes need to make various pieces consistent in style of presentation and language but may not succeed fully	0-8 points Different pieces simply put together with little effort to make them consistent.

Keywords

English Language Arts	Mathematics	Science
Reading	Algebra	Earth Science
Writing: brochure, creative writing	Geometry	Life Science
Communications: audience, visuals	Statistics	Chemistry
Literature	Calculus	Physics
Other	Trigonometry	Other
	Other	