

## Grade 7 English Worksheet

---

### Assessment Task: Writing instructions

#### Writing instructions

1. Learners discuss providing a listener with instructions. By example and trial and error, the class develop the assessment criteria.
2. Using these criteria, the class forms groups of four to write out specific instructions, e.g:
  - a) How to make a cup of tea,
  - b) How to rule a line in your workbook,
  - c) How to score in soccer from the penalty point.
3. The instructions must be written on A3 pages to be used in the gallery walk assessment process.
4. Refer to the assessment criteria as well as the rubric to ensure you meet all the requirements.
5. After the posters have been completed, the groups do a gallery walk to assess the posters.
6. Use the top of your glue stick to make four different colour “stickers”.

## Grade 7 English Worksheet

---

### Suggested Solutions

<b>Assessment criteria for instructions</b>
1. The process must have a title.
2. List the process details chronologically (in time order).
2. Use strong action verbs, e.g. mix, do not, walk.
3. Provide specific details.
4. Use the present tense.

**Rubric for gallery walk** (Learners must understand the values of fairness)

<b>Criteria</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Assessment criteria</b>	All criteria met.	One of the criteria for the instructions was omitted.	Two or more of the criteria were not met.	Does not meet any criteria.
<b>Instructions are correct</b>	Instructions are correct and logical.	Instructions are specific, but one detail omitted (left out).	Instructions are not specific enough. Lacks details.	Irrelevant instructions. Will not complete the process.
<b>Poster size and spacing</b>	Writing is clear and large enough to be viewed from a distance.	Initially (at the start) the writing is bold and clear, but it gets smaller towards the end.	Title is clear and bold, but instructions are too small.	Too small, cannot be viewed from a distance.
<b>Poster grammar and punctuation</b>	Correct grammar and use of capital letters and full stops.	Grammar and punctuation mostly correct with only one or two errors.	Correct grammar but incorrect punctuation, or correct punctuation but incorrect grammar.	Incorrect grammar; no punctuation.
<b>Poster layout and creativity</b>	Attractive and colourful; title and border evident.	Colourful, but lacks some creativity; has borders, bold title.	Incomplete use of colour. Title is not bold enough.	Lacks colour; no creativity.

## Grade 7 English Worksheet

---

### Gallery walk

The class evaluates the posters of each group by referring to the rubric.

20/20 – a red sticker is pasted onto the poster

15/20 – a blue sticker

10/20 – a white sticker

5/20 – a black sticker

### Appendix of Assessment Tools

- To develop assessment criteria, the educator asks for instructions on, for example, how to throw litter into a bin. As the pupils explain, the educator demonstrates the process, but only according to instructions. Pupils will then realise that instructions have to be specific.
- Gallery walk – Impress on learners the value of sensitivity to others' feelings; fairness; and time management.
- Give only one sticker per group per poster. Each group member must get a turn to stick on a sticker after consensus with the group.
- Set a time limit for completing the poster.

## Grade 7 English Worksheet

---

### Rubric for gallery walk

Criteria	4	3	2	1
<b>Assessment criteria</b>	All criteria met.	One of the criteria for the instructions was omitted.	Two or more of the criteria were not met.	Does not meet any criteria.
<b>Instructions are correct</b>	Instructions are correct and logical.	Instructions are specific, but one detail omitted (left out).	Instructions are not specific enough. Lacks details.	Irrelevant instructions. Will not complete the process.
<b>Poster size and spacing</b>	Writing is clear and large enough to be viewed from a distance.	Initially (at the start) the writing is bold and clear, but it gets smaller towards the end.	Title is clear and bold, but instructions are too small.	Too small, cannot be viewed from a distance.
<b>Poster grammar and punctuation</b>	Correct grammar and use of capital letters and full stops.	Grammar and punctuation mostly correct with only one or two errors.	Correct grammar but incorrect punctuation, or correct punctuation but incorrect grammar.	Incorrect grammar; no punctuation.
<b>Poster layout and creativity</b>	Attractive and colourful; title and border evident.	Colourful, but lacks some creativity; has borders, bold title.	Incomplete use of colour. Title is not bold enough.	Lacks colour; no creativity.