

II. Comprehending Instructions

- Understand extended, moderately complex, multistep instructions and instructional texts for established (set) procedures related to specialized tasks.

Task Summarize key steps for good presentations from an online text.

Tool Anecdotal Record

This example is based on the Core Curriculum Career & Personal Development unit in the *ELSA 7 Curriculum Guidelines*, (pp. 24-39), in which Ss need to research and work on their presentation skills.

1. Have the Ss follow this link and read an online article about effective presentations: <http://www.itplacements.com/ITP/EffectivePresentationTechniques.html>.
2. As they read the passage, have the Ss extract and summarize the key ideas in point form notes.
3. Once they have completed the task, have them hand in the notes so that you can review them and make sure that Ss have included all of the relevant information. When reading over the notes, remember that you are not assessing their writing skills, you are focusing on their ability to pull out the important information from the reading passage.
4. Use anecdotal records to record your feedback on their work. These can be shared with individual Ss, but also analyzed with the class as a whole so that you are able to incorporate activities in future lessons that can address the difficulties Ss may be experiencing.
5. Whenever using anecdotal records for assessment, include the S's name and the date so that it is clear who the feedback is for and when the feedback was given.

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