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|  | **Marking for literacy** **(Two ticks and a wish)** |

Learners need information to improve their levels of literacy. They need to know:

* What they are aiming for
* What they have got right or have improved
* What they need to do to improve further.

Please follow these marking guidelines when you mark any piece of writing.

1. Proof reading - expect learners to check and proof read their writing before they hand it in.
2. Feedback should be given as soon as is possible after the task is completed.
3. Give written feedback; ‘Two ticks and a wish’. Find two things to say to praise and encourage learners in their writing skills.
4. The Wish - Be constructive and specific in your written feedback; explain exactly what the learner needs to do to improve.
5. Feedback can be written using pen or pencil. Use a different colour to the learner but avoid using a red pen.

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| **Mark** | **Meaning** |
| Circle the word and write ‘Sp’ in the margin or above the word | Try this spelling again and learn it Spelling correction written in the margin for new/unfamiliar vocabulary which needs to be learnt. Look for improvement in next piece of written work. Spelling mistakes should be corrected, however if there are a large number of errors then focus on the words that are most important e.g. spellings of words relevant to the learner or the course.  |
| Circle the letter and write ‘C’  | Use capital letter (upper case) |
| Circle the letter and write ‘lc’  | Use lower case |
| // | Start a new paragraph |
| Circle space or incorrect punctuation mark and write ‘P’ | Indicates where to remove/add punctuation marks e.g. full stops, exclamation marks, question marks, commas, speech marks and apostrophes |
| ^ | Missing word or phrase |
| T | Error of tense |
| SS | Sentence structure |
| Circle the word and write ‘G’  | Grammar error e.g. ‘There was three cars in the car park’ |
| WW | Wrong word used e.g. ‘here’ when the learner meant ‘hear’. Use this also when the wrong technical term is used. |