



NQT EDUCATION CENTRES AUSTRALIA

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NQT Education Report Writing Suggestions

These reports cover each student's progress and general behaviour over semester 1: terms 1 and 2.

- a. **Academic areas comments section:** This needs to be straight to the point, yet succinct, but not aggressive, and should be pleasant and friendly. **English tutors: I would like you all to write something specific about the quality and level of improvement each student has made in their essay writing in term 2.** Tutors should follow the following general structure:
- i. Commence with a positive comment about this student's general academic performance
 - ii. Outline in a few sentences what improvements you would like this student to make immediately and offer any practical advice here, e.g. encourage student to review times tables; encourage student to attend Homework Club (NW students only on Wednesdays during term time in Footscray); etc.
 - iii. Finish with a positive comment.

There should be 4 – 6 sentences in this section. In this section, **do not** mention the student's behaviour as yet.

- b. **General attitudes in the classroom comments section:**
- i. If the student's behaviour has been exemplary this semester, provide specific examples of his/her excellent behaviour. (2 – 4 sentences)
 - ii. If the student's behaviour has been mainly good, then suggest specific ways in which his/her behaviour can improve further. (3- 5 sentences)
 - iii. If the student's behaviour is in great need of improvement as he/she has been largely disruptive, then you need to outline specific ways you would like to see this student's behaviour improve and how you would like to see immediate improvements from next term (3 – 5 sentences)