# Comment bank – Communication skills development

*These comments can be used for providing feedback on student work relating to communication skills development. They can be copied and pasted directly into student feedback, or added to the* [*comment library in SpeedGrader*](https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Comment-Library-in-SpeedGrader/ta-p/469482)*.*

## Developed or proficient level:

* Your writing style/language use is appropriate for the purpose, context, and audience of this assignment.
* Your writing/presentation is well-organised and the ideas flow well.
* You have used linking devices well to create cohesion in your writing/presentation.
* Your paragraphs/points are well-structured.
* You have used a range of sentences, and these are well-structured.
* Your ideas are clear and concise.
* You have used discipline-specific and general vocabulary appropriately.
* You demonstrate very good use of grammar, with only minor grammatical errors.
* You demonstrate very good use of punctuation, with only minor errors.
* You have incorporated ideas from sources smoothly and appropriately.
* You have paraphrased ideas from sources well.

## Developing or moderate proficiency (recommend action on some areas):

* At times, the writing style/language use becomes informal and conversational.
* Review the overall structure of your writing/presentation to ensure you are addressing the question and there is a logical flow of ideas.
* While the overall structure of your writing/presentation is good, you need to work on linking ideas better so there is more cohesion in your writing/presentation.
* Review the structure of your paragraphs/ideas so that the main ideas are developed logically.
* There are some errors in sentence structure that affect the clarity of your ideas.
* The ideas are sometimes unclear and/or not concise, so ensure you edit carefully.
* The word choice is sometimes inappropriate.
* There are some grammatical errors, so ensure you proof-read carefully.
* There are some errors with punctuation, so ensure you proof-read carefully.
* You have made a sound attempt to incorporate ideas from sources, but there are areas for improvement.
* You have made a sound attempt to paraphrase ideas from sources, but at times you rely too heavily on the original source and/or the meaning is unclear.

## Undeveloped (strong recommendation for support):

* The writing style/language use is too informal and conversational and/or inappropriate for the purpose, audience, and context.
* The ideas are poorly structured, so it is difficult to follow your discussion.
* The ideas are disjointed, creating a lack of cohesion in your writing/presentation.
* Your paragraphs are not structured appropriately and/or not well-developed.
* Many errors in sentence structure affect the clarity of your ideas.
* The word choice and word form are often inappropriate, which impedes meaning.
* There are many grammatical errors which impede meaning.
* There are many errors with punctuation which impede meaning.
* Little attempt has been made to integrate ideas from sources and, when attempted, sources have not been acknowledged appropriately.
* Poor paraphrasing of ideas from sources.

## Recommended Support for Underdeveloped Criteria

To improve these key communication and language skills, I recommend accessing the resources available through the Academic Skills @ ECU Canvas site: <https://courses.ecu.edu.au/courses/18091>. This includes working through self-access resources or attending [workshops](https://courses.ecu.edu.au/courses/18091/pages/academic-skills-workshops-including-school-specific-and-online) that target specific areas of the assignment process: [*https://courses.ecu.edu.au/courses/18091/pages/academic-skills-workshops-including-school-specific-and-online*](https://courses.ecu.edu.au/courses/18091/pages/academic-skills-workshops-including-school-specific-and-online)

***Comments below can be used in conjunction with the ‘developing’ and ‘underdeveloped’ criteria, to direct students to self-access resources to develop these key communication and language skills:***

Your **grammar, punctuation**, and/or **sentence structure** needs work. Copy this link to access resources: <https://courses.ecu.edu.au/courses/18091/pages/develop-your-grammar>

The **structure and organisation** of your writing require attention. Copy this link to access resources: <https://courses.ecu.edu.au/courses/18091/pages/develop-your-writing>

Resources on **paraphrasing and synthesising** ideas will help you to better integrate sources into your work. Copy this link to access resources: <https://courses.ecu.edu.au/courses/18091/pages/paraphrasing>

The **style** of your writing is at times informal. Copy this link to access resources on **academic style:** <https://courses.ecu.edu.au/courses/18091/pages/academic-style>

**Editing and proofreading** would improve the accuracy of your writing. Copy this link to access resources: [ttps://courses.ecu.edu.au/courses/18091/pages/editing-and-proof-reading](https://courses.ecu.edu.au/courses/18091/pages/editing-and-proof-reading)

Your **oral presentation skills** can be improved exploring resources at <https://courses.ecu.edu.au/courses/18091/pages/oral-presentations>