

# Planning Grid for Summative Tasks Example



## Assessment Task Example: Holiday itinerary

You have an exchange student from the target country staying with you who has only recently arrived and you are going to go on holiday with them. Prepare an itinerary of suggested activities they can do in your area including different options for different weather.

Phase	Task to Complete	Sub-Tasks & Resources	Due Date	Completion Status
<b>Planning</b>	Brainstorm vocabulary	Brainstorm vocabulary you already know that would be useful for this task: <ul style="list-style-type: none"> <li>■ Holiday activities</li> <li>■ Holiday destinations</li> <li>■ Holiday accomodation</li> <li>■ Weather vocabulary</li> </ul>		<input type="checkbox"/> In progress
				<input type="checkbox"/> Complete
<b>Research</b>	Research specific information	Research a holiday destination in a French/ Spanish speaking country  Research activities and accommodation options in your chosen destination		<input type="checkbox"/> In progress
				<input type="checkbox"/> Complete
<b>Vocabulary building</b>	Build vocabulary you need to know	Note down vocabulary you might need to know - and then find this out or find resources that will help you build this vocabulary.  You could use EP resources to do this.		<input type="checkbox"/> In progress
				<input type="checkbox"/> Complete

# Planning Grid for Summative Tasks Example



Phase	Task to Complete	Sub-Tasks & Resources	Due Date	Completion Status
<b>Drafting</b>	Write a draft of the task	Using the vocabulary you already knew and have learned and the research you have done, write a draft of the itinerary.		<input type="checkbox"/> In progress
				<input type="checkbox"/> Complete
<b>Revision</b>	Edit and proofread	Read aloud to check clarity Check spelling and grammar in both languages Ensure target language words are used correctly		<input type="checkbox"/> In progress
				<input type="checkbox"/> Complete
<b>Submission</b>	Submit your work	Save your final document with correct file name Upload to the class platform or hand in printed copy		<input type="checkbox"/> In progress
				<input type="checkbox"/> Complete

# Planning Grid for Summative Tasks

## Create Your Own for Writing Tasks



Phase	Task to Complete	Sub-Tasks & Resources	Due Date	Completion Status
<b>Planning</b>	Brainstorm vocabulary	Brainstorm vocabulary you already know that would be useful for this task		In progress
				Complete
<b>Research</b>	Research specific information	Research the new factual information needed for the task		In progress
				Complete
<b>Vocabulary building</b>	Build vocabulary you need to know	Note key vocabulary you'll need and you may use EP or other resources to build it		In progress
				Complete

# Planning Grid for Summative Tasks

## Create Your Own for Writing Tasks



Phase	Task to Complete	Sub-Tasks & Resources	Due Date	Completion Status
<b>Drafting</b>	Write a draft of the task	Use your known and researched vocabulary to draft the task		In progress
				Complete
<b>Revision</b>	Edit and proofread	Read aloud to check clarity Check spelling and grammar in both languages Ensure target language words are used correctly		In progress
				Complete
<b>Submission</b>	Submit your work	Save your final document with correct file name Upload to the class platform or hand in printed copy		In progress
				Complete

# Planning Grid for Summative Tasks

## Create Your Own for Speaking Tasks



Phase	Task to Complete	Sub-Tasks & Resources	Due Date	Completion Status
<b>Planning</b>	Choose your topic and brainstorm the vocabulary you need to complete the task			In progress
				Complete
<b>Practice</b>	Practice your words and pronunciation			In progress
				Complete
<b>Speaking / Executing</b>	Have the conversation			In progress
				Complete
<b>Reflection</b>	Reflect on how you have communicated and what you can work on for next time			In progress
				Complete