

PROGRESS SHEET REPORT GUIDELINES

For Regular Teachers

Hi, teachers! Below are some important reminders when filling-out your regular student progress sheets.

Keep in mind that the students (and their parents) check them regularly (weekly) so please make sure that you input the proper information and that you accomplish them on time (every weekend).

Please accomplish them diligently and properly.

We are checking your sheets regularly and will continue to give comments until you get things right.

Once you get this right, the following updates would be much easier.

PLEASE TAKE NOTE OF THE FOLLOWING:



A. Please input ALL necessary information if possible:

- 1. STUDENT NAME**
- 2. SEX**
- 3. AGE**
- 4. LOCATION**
- 5. TEACHER NAME**
- 6. LEVEL TEST DATE**

- **NOTE: PLEASE INPUT ALL THE NEEDED INFORMATION.**
- **We will check this until you do so. (sample below)**

Student Name	Sex	Age	Location	Teacher	Level test date
Jane	F	7	Taiwan	John	August 2, 2021

B. When giving scores and comments, please take note of the following:

- **Avoid giving very high scores** as this hinders students to want to learn more.
 - For juniors, 1-3 is recommended.
 - Try not to give over a score of 7 to students.
- **Give a score for each English area indicated** (6 areas), *add them and divide the total score by 6 to get the overall score; if your total has a decimal point, don't include it.*

e.g. 2.7 is just 2; 3.9 is just 3.

Please refer to the notes below for the level system.

Level 1: Super Beginner:

- Can follow the alphabet and simple words but mostly answers with one or two vocabulary.

Level 2: Beginner:

- Can make simple complete sentences but have pronunciation and grammar mistakes.

Level 3: Elementary (IELTS 3.0-4.0 equivalent):

- Can make complete sentences and has little pronunciation and grammar mistakes

Level 4: Pre-Intermediate (IELTS 4.0-5.0 equivalent):

- Can make complete sentences but not in formal English.

Level 5 Intermediate (IELTS 5.0-5.5 equivalent):

- Can make complete sentences and can understand 80-90% of the content and what the teacher says.

Level 6 Upper-Intermediate (IELTS 5.5-6.5 equivalent):

- Can understand almost everything and can have a natural free conversation with the teacher.

Level 7 Pre-advanced (IELTS 6.5-7.0 equivalent):

- Has full knowledge of Formal and Business English.

Level 8 Advanced (IELTS 7.0-8.0 equivalent):

- Almost native level.

Level 9 Proficient:

- Native and can communicate quickly and verbally or give speeches; they can also answer unfamiliar topics or abstract questions clearly and in detail.

For juniors and teenagers, we recommend giving scores between 1-3.

For adults, we recommend giving scores between 1-5.

For advanced level, we recommend giving scores between 5-7.

For the comments section, **please input a comment for each English area** instead of just giving a general overall comment. You may include the *strengths and points of improvement* of your students in this part.

Follow the sample provided from the photo attached below:

(We check this every week and we will ask you to edit it until you get it right so please make sure you do it properly.)

1	Student Name		Sex	Age	Location	Teacher	Level test date
2	Jane		F	7	Taiwan	John	August 2 2021
3							
4	Overall	Level2	Comments on initial level test:				
5	Speaking	3/10	Jane's speaking skills are not bad for a beginner but she lacks vocabulary so she speaks slowly and pauses a lot.				
6	Pronunciation	3/10	There are some issues with R/L, T/Th, F/P, B/V pronunciations that we need to work on.				
7	Listening	3/10	She can understand the things the teacher says but they have to be spoken very slowly.				
8	Reading	3/10	She takes a long time when reading passages. She finds it hard to comprehend the material, too.				
9	Grammar	2/10	Her grammar skills need a lot of improvement especially with the subject-verb agreement patterns.				
10	Vocabulary	2/10	Her vocabulary range is very limited so she still finds it hard to express herself.				
11							

NOTE: ALL INFORMATION IN THE SAMPLE IS NECESSARY.



All other sections should be accomplished on a **weekly basis**.

Date	Class start	Class End	Book	Student Book	Work Book	Remark	Weekly Progress Report
09/07/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 1/ page 2-5	page 3		Hello Rinal! You did well this week and you gave your full participation in class.
09/08/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 1/ page 6-7			We've talked about singular and plural nouns as well as things that you use in school.
09/10/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 1/ page 8-9			We also practiced the use of this, these, that and those. You were able to do the exercises given well. Kindly review them.
09/10/2021	9:00 PM	9:25 PM	Let's Go 2	Unit 1/ page 10-11	page 4-8		I also want you to practice the sound of consonant 'm' and 'n'. I noticed in the class that you mispronounced them.
							Continue doing a great job in class. See you next week!
Date	Class start	Class End	Book	Student Book	Work Book	Remark	Weekly Progress Report
09/14/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 2/ page 12-13	page 11		We practiced the use of possessive pronouns his and her. We also practiced the sentence pattern: "It's his/ her..".
09/15/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 2/ page 14-15	page 12- 13		You also learned the use of have and has. I/we/you they- have. He/She/ It- has.
09/17/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 2/ page 16-17			Practice the sounds 'f' and 'v'. I noticed that you sometimes interchange their pronunciation.
09/17/2021	9:00 PM	9:25 PM	Let's Go 2	Unit 2 / page 18-19	page 14-16		Continue practicing! See you on Tuesday!
Date	Class start	Class End	Book	Student Book	Work Book	Remark	Weekly Progress Report
09/21/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 2/ page 20-21			This week, we discussed the things that people can do. You learned the action words: ride a pony, do a magic trick, play hopscotch,
09/22/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 3/ page 22- 23			do a cartwheel and do a somersault.
09/24/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 3/ page 24-25			We also practiced the question and answer pattern: What can he/she/they do? He/She/ They can..
09/24/2021	9:00 PM	9:25 PM	Let's Go 2	Unit 3/ page 26-29	page 19-26		The sound of letters 'r' and 'l' were also differentiated and practiced.
							Kindly review and practice.
Date	Class start	Class End	Book	Student Book	Work Book	Remark	Weekly Progress Report
09/28/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 4/ page 30		Student was late	You learned different occupations in our classes this week.
09/29/2021	8:00 PM	8:25 PM	Let's Go 2	Unit 4/ page 31-32	page 29-31		You learned: pilots, sales clerks, engineers and dentists.

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September-October 2021
November-December 2021

a. Organize the dates per week.

Do this to make your progress reports neat and easier to understand.

Date
09/07/2021
09/08/2021
09/10/2021
09/10/2021
a
Date
09/14/2021
09/15/2021
09/17/2021
09/17/2021
Date
09/21/2021
09/22/2021
09/24/2021
09/24/2021

b. Input the class start and end time.

Always add AM/PM or use the 24-hour format to be specific.

Class start	Class End
8:00 PM	8:25 PM
8:00 PM	8:25 PM
8:00 PM	8:25 PM
9:00 PM	9:25 PM
Class start	Class End
8:00 PM	8:25 PM
8:00 PM	8:25 PM
8:00 PM	8:25 PM
9:00 PM	9:25 PM
Class start	Class End
8:00 PM	8:25 PM
8:00 PM	8:25 PM
8:00 PM	8:25 PM
9:00 PM	9:25 PM

c. Input **complete information** re: the topics you have discussed in class. Make sure to input the ff:

- **Book:** Title of Material
- **Student Book:** Specific Lesson Unit Number/Pages (*always specify the pages*)
- **Workbook:** for homeworks of Oxford courses (sample below)

A. GENERAL MATERIAL – not applicable so just put “/” on the “Workbook” section

B. OXFORD MATERIAL – input the pages given as homework in the “Workbook” section or put “No Homework” if that is the case.

Class start	Class End	Book	Student Book	Work Book(Oxford)	Remark
10:00 AM	10:26 AM	Story Level 3	Unit 1 No! / Page 1-4	/	Present
10:30 AM	10:59 AM	Grammar and Writing	Unit 1 Adjectives Page 1-7	A /	Late for 3mins
10:00 AM	10:27 AM	Grammar and Writing	Unit 2 Adverbs Page 1-8	/	Present
10:30 AM	10:56 AM	General Discussion	Unit 1 Monster Page 1-6	/	Present
Class start	Class End	Book	Student Book	Work Book(Oxford)	Remark
10:00 AM	10:26 AM	Discover 2	UNIT 4 / Page 24-27	Page 22-23	Present
10:30 AM	10:57 AM	Discover 2	UNIT 4 / Page 28-30	B Page 24-25	Late for 1min
10:00 AM	10:25 AM	Discover 2	UNIT 4 / Page 31-32	No Homework	Present

NOTE: If you cannot finish a unit in 1 class, it's totally fine and you may just continue it next class or until when you can finish depending on student's level, participation, and interest.

Remark – optional but you may input additional information here like:

- Present/Absent
- Late for [number of minutes]

Remark
Present
Late for 3mins
Present
Present
Remark
Present
Late for 1min
Present

d. Weekly Progress Report

Input your overall comments for the student on a weekly basis.

- You can input things like their behavior in class, English skill improvements, points to work on, and even encouraging messages.

NOTE: PLEASE WRITE ONE SENTENCE (or continue on the next row if your sentence does not fit the line) PER LINE SO THE STUDENTS AND THEIR PARENTS COULD UNDERSTAND IT EASILY. (sample below)

Record
<p>Weekly Progress Report</p> <p><i>I really appreciate your efforts in making your homeworks this week Wilson. ^^</i></p> <p><i>You really did a wonderful job in reading and answering our activities during our lessons. Although there are still grammar errors but it is manageable and I hope it will be improve after we finish studying this lesson material. Keep on smiling Wilson, it suits you. ^^</i></p>
<p>Weekly Progress Report</p> <p><i>Thanks for the patience and for giving your best each time we have classes Wilson. ^^</i></p> <p><i>You study each words seriously and you tried your best to pronounce each words well.</i></p> <p><i>This week you never miss any homeworks and you did all well. Thank you Wilson for your effort. Keep it up!</i></p>
<p>Weekly Progress Report</p> <p><i>I am sorry Wilson that 25hoon forgot to send you the homework I gave you. I think they are really busy. But its okay, we were able to answer it during our class as a review and I am very pleased to know your understand about our lesson. Thank you so much Wilson.</i></p>
<p>Weekly Progress Report</p>

e. Create a new tab for reports every 2 months to avoid congesting one tab with too much information.



Please take note of the guidelines when accomplishing your progress sheet reports. Again, the students and parents check this part regularly and they are expecting clear and detailed comments.



If you made mistakes in your previous reports, please edit and correct them as soon as you can.

We recommend filling them out right after the class to avoid them piling up and being difficult for you to accomplish. We always check everything regularly so make sure to update them on time.

We look forward to your updates.

NOTE: This is part of your duty as a Regular Teacher. If you fail to accomplish this properly even after constant reminders from the Teacher Support Team, we have the right to put your regular teacher incentives and bonuses on hold.

Thank you and stay safe,

25Hoon English TS Team