



# **PROGRESS SHEET REPORT GUIDELINES**

**For Regular Teachers**



## Important notes about Progress Sheets:

- All regular students have progress sheets; 1 student = 1 sheet.
- We send the sheet together with the new student information.
- Teachers must fill it out properly and on time; this is part of your responsibility as a regular teacher.
- The sheets will be checked on a weekly basis; make sure that your sheets are updated always.
- Progress sheets are checked by the TS Team, SS Team, and your students (and parents) so please accomplish them properly.
- Failure to update your sheets could lead to a payment freeze.
- Please prioritize this task.
- **Please accomplish them diligently and properly.**



## 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 – just input the date of your first regular class with student.**

- **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
Chloe	Female	6	Taiwan	Henritz	8/19/2024



**B. When giving the overall score, level, and comments, please take note of the following:**

- **Avoid giving very high scores** as this hinders students from wanting to learn more because they could think they're already good.
  - 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), simple *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**

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

### **Level 4: Pre-Intermediate**

Can make complete sentences but not in formal English.

### **Level 5 Intermediate**

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



## **Level 6 Upper-Intermediate**

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

## **Level 7 Pre-advanced**

Has full knowledge of Formal and Business English.

## **Level 8 Advanced**

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.)

Overall	Level 2	Comments on initial level test:
Speaking	1/10	<i>Chloe can answer in short sentences but still has grammar and pronunciation mistakes.</i>
Pronunciation	2/10	<i>She can pronounce some words well but still needs to learn how to clearly and perfectly pronounce other words.</i>
Listening	2/10	<i>She can follow my instructions well but I need to use common and simple English words.</i>
Reading	2/10	<i>She can read very well but some words especially digraph sounds need to be worked on.</i>
Grammar	2/10	<i>She can answer in complete but short sentence. Her ability to construct long sentences still need to be worked on.</i>
Vocabulary	1/10	<i>Chloe knows some basic vocabulary words but she still has a lot to learn in order to formulate sentences and read words with ease.</i>

**NOTE: ALL INFORMATION IN THE SAMPLE IS NECESSARY.**





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

**OVERALL SAMPLE: Your progress sheet should look like this:**

Student Name		Sex	Age	Location	Teacher	Level test date	
Chloe		Female	6	Taiwan	Henritz	8/19/2024	
Overall	Level 2	Comments on initial level test:					
Speaking	1/10	Chloe can answer in short sentences but still has grammar and pronunciation mistakes.					
Pronunciation	2/10	She can pronounce some words well but still needs to learn how to clearly and perfectly pronounce other words.					
Listening	2/10	She can follow my instructions well but I need to use common and simple English words.					
Reading	2/10	She can read very well but some words especially digraph sounds need to be worked on.					
Grammar	1/10	She can answer in complete but short sentence. Her ability to construct long sentences still need to ber worked on.					
Vocabulary	1/10	Chloe knows some basic vocabulary words but she still has a lot to learn in order to formulate sentences and read words with ease.					
Attendance Record							
Date		Class star	Class End	Student Book	Student Book	Work Book	Remark
09/01/2024		9:00 PM	9:30 PM	1.Phonics	2.CVC& CVC Words>3.CVC Word pp.1-22	/	PRESENT
09/02/2024		8:00 PM	8:30 PM	Let's Go 1	UNIT 2, pp.18, 19	UNIT 2 pp. 16 A	PRESENT
09/05/2024		9:30 PM	9:55 PM	Let's Go 1	UNIT 1-2 Review 20,21	UNIT 1-2 Review 19,20	PRESENT
Date		Class star	Class End	Student Book	Student Book	Work Book	Remark
09/09/2024		8:00 PM	8:30 PM	Let's Go 1	UNIT 3 pp.22-23	UNIT 2 Test	PRESENT
09/12/2024		9:30 PM	9:55 PM	Let's Go 1	UNIT 3 pp.24-25	UNIT 3 21	PRESENT

2025



## a. Organize the dates per week.

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

Date
09/01/2024
09/02/2024
09/05/2024
Date
09/09/2024
09/12/2024

2025



## b. Input the class start and end time.

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

Class star	Class End
9:00 PM	9:30 PM
8:00 PM	8:30 PM
9:30 PM	9:55 PM
Class star	Class End
8:00 PM	8:30 PM
9:30 PM	9:55 PM

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c. Input **complete information** re: the topics you have discussed in class.

Make sure to input the ff:

- **Book:** Book Title (for Oxford) or Main Folder of Material (for Online Materials)
- **Student Book:** Specific Lesson + Unit Number + Pages (*always specify the pages*)
- **Workbook:** for homework of Oxford courses (sample below)

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

Date		Class star	Class End	Student Book	Student Book	Work Book	Remark
09/01/2024		9:00 PM	9:30 PM	1.Phonics	2.CVC& CVC Words>3.CVC Word pp.1-22	/	PRESENT

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

Date		Class star	Class End	Student Book	Student Book	Work Book	Remark
09/15/2024		8:00 PM	8:30 PM	Let's Go 1	UNIT 3 pp.26,27 C	UNIT 3 22,23	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 the 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

2025



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

JAN-FEB.2025 (T. HENRITZ) ▾ NOV-DEC.2024 (T. HENRITZ) ▾ SEPT-OCT.2024 (T. HENRITZ) ▾						

2025





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:** Again, 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 payment on freeze + regular teacher incentives and bonuses on hold.

Thank you and stay safe,  
**25Hoon English TS Team**