

Appendix 1 - OneNote Student Progress

This is an example of 2 pieces of work from a learner which illustrates the impact of online feedback using OneNote instead of email.

Using OneNote's Class Notebook has enabled the teacher to provide feedback in a way that was not possible before.

For example, as you can see, the teacher could easily provide colour-coded feedback with clear progression in one place as opposed to, for example, Work A, which was sent as an email attachment and possibly never read; teacher had no way of checking.

With Sample B, the teacher was able to monitor that feedback was received and acted upon (Sample C).

Work A

Dear (Next door neighbour).

I hope you're doing well, I'm your next door neighbour. Although we've never met yet but with great honour, I would like to request your present on this coming (Saturday) 29th of January, 2021. Around 8pm for my birthday party at my house. The birthday celebration will take place in my house. While the proposed dress code will be Casual or anything you'd like to wear it.

I would like you to come. It will be amazing, and a lot of family and friends will be there to cheer me up. Although, time is money but I hope you will not miss the opportunity to meet me and my family.

Also, I'd like to tell you this would be my first time celebrating my birthday; I wasn't type people to celebrate birthdays but now I'd like to celebrate it and be happy as a clam. Could you please let me know if you can join us or not? We'll celebrate my birthday with great joy and excitement. You must understand how important it's to me. Hoping to meet you there and get along with you. I would be so thankful.

Your sincerely: Balqis

Balqis, this is good work. You have the correct tone and used some language features. The format is also correct. To improve further, please look at the yellow highlighted areas.

Sample B

WRITING FROM THE COMMUNITY CENTRE TO ASK FOR HELP.

Dear manager

I am writing this email to you today due the problems we have in the community centre; that I am working as a volunteer for the disability people. I was so shocked, astounded and flabbergasted when I started working there. There are a lot of equipment our people need at your local community centre ; that needs to be dealt or else it will ruin our quality of life and also it will ruin our community centre. At first, I felt sadness as image of despair. So that , we would like to discuss making community changes that ensure that people with disabilities have physical access to building and other spaces. People with disabilities cannot be denied access to service, furthermore I will list all things that we are most likely need at the moment that you can assist to your community: the obvious one is the physical: designing and building or changing structures and spaces to conform all needs. They need: canteens, access to buildings and other place a person might need to go for a walk, play, education, service, etc. also, physical access includes things like accessible routes, curb ramps, lift and bathroom accommodations and mobility aids. What about being treated different with no respect and not offering assistance in retail stores, restaurants and theaters? It feels miserable, right? That's how they feel disabilities people.

Secondly, helping your community will always be a win-win situation. By joining together with your local customers, businesses and organization; you are promoting many different benefits such as economical growth charity. There is no greater pride than helping your own community succeed, despite for anything. Becoming involved in the community can open many doors, this will mean that when people come together for a specific cause, the opportunities to network become abundant. "alone we can do so little; together we can do so much." HELEN KELLER. Consequently, grow your business by growing your people, if you want to grow your business; you need to grow your people. This is not a motivational quote but it is proven strategy of the world's most successful business. I hope you will consider our request; respect it and will help us in the future. I'd appreciate it. Thank you in advance.

Green means you have done this very well.

Amber means you need to take another look at this bullet point as you can improve this further.

Red means this is incorrect.

- Communicates information, ideas and opinions with consistent clarity, using detail effectively for purpose and audience to an appropriate length.
- Organises writing using appropriate format and structure, including effective use of paragraphs, and sustaining cohesion, e.g. using organisational markers.
- Uses a range of sentences, including complex sentences, accurately and effectively.

	<ul style="list-style-type: none"> • Uses language and register, including an extensive range of vocabulary, appropriate to purpose and audience.
What you need to improve:	Please spend some time going over your work. It needs checking for errors. I have highlighted some of them in red.

Sample C

Dear **Mr. Hussain**,

I am writing this email to you today due **to** the problems we have in the community centre; that I am working as a volunteer for the disability people. I was so shocked, astounded and flabbergasted when I started working there. There are a lot of equipment our people need at your local community centre ; that needs to be dealt or else it will ruin our quality of life and also it will ruin our community centre. At first, I felt sadness as image of despair. So that , we would like to discuss making community changes that ensure that people with disabilities have physical access to building and other spaces. People with disabilities cannot be denied access to service, furthermore I will list all things that we are most likely need at the moment that you can assist to your community: the obvious one is the physical: designing and building or changing structures and spaces to conform all needs. They need: canteens, access to buildings and other place a person might need to go for a walk, play, education, service, etc. also, physical access includes things like accessible routes, curb ramps, lift and bathroom accommodations and mobility aids. What about being treated different with no respect and not offering assistance in retail stores, restaurants and theaters? It feels miserable, right? That’s how they feel disabilities people.

Secondly, helping your community will always be a win-win situation. By joining together with your local customers, businesses and organizations; you are promoting many different benefits such as economic growth and development. There is no greater pride than helping your own community succeed.

Becoming involved in the community can open many doors. This will mean that when people come together for a specific cause, the opportunities to network become abundant. If you want to grow your business, you need to grow your people. I hope you will consider our request and help us in the future.

Thank you in advance.