

1. Listening and Reading

Do not record only the correct letter. Identify why your decision failed.

ERROR LOG

Suggested causes: vocabulary, paraphrase, spelling, word limit, distractor, location, timing or attention.

Question + result	Cause + evidence	Correction + drill

2. Writing

Connect feedback to one of the four assessment criteria.

ERROR LOG

Record the sentence or paragraph, the criterion affected and a corrected version.

Original problem	Criterion + cause	Rewrite + next action

3. Speaking and weekly patterns

Use recordings and teacher feedback rather than relying on memory.

SPEAKING LOG

Record a timestamp, the communication problem and the improved version.

Timestamp + issue	Criterion + cause	Improved version

WEEKLY PATTERN

The error that repeated most, the drill I will use and the evidence that will show improvement:
