

Standard 1.8 Reports (Informational Writing)

In written reports, students organize and convey information and ideas accurately and effectively

Criterion	5 Exceeds	4 Meets (Accomplished)	3 Nearly Meets (Intermediate)	2 Below Standard (Basic)	1 Far Below (Limited)
PURPOSE <ul style="list-style-type: none"> • topic • focus / controlling idea • context / background for reader as needed throughout paper 	Meets Score 4 PLUS one or more of following: <ul style="list-style-type: none"> • insightful, inventive focus 	<ul style="list-style-type: none"> • clear topic • focus (stated or implied) which unifies whole report • clear context / background as needed so reader can make sense of writer's thinking 	<ul style="list-style-type: none"> • clear topic • focus stated but may not tie whole report together • some context / background, but may not be enough 	<ul style="list-style-type: none"> • simple topic statement • weak or missing focus • little context 	<ul style="list-style-type: none"> • topic may not be clear • no focus • no context
ORGANIZATION <ul style="list-style-type: none"> • overall structure * introduction * conclusion * transitions * logical progression of ideas 	<ul style="list-style-type: none"> • engaging or entertaining structure (e.g. anecdotes, dramatization) 	<ul style="list-style-type: none"> • compelling introduction • strong informative body • satisfying conclusion • effective transitions • logical arrangement of ideas 	<ul style="list-style-type: none"> • introduction • body • conclusion • some transitions • logical arrangement of ideas 	<ul style="list-style-type: none"> • weak or missing introduction and/or conclusion • gaps in ideas, or sections/ideas that are off-track • few or no transitions 	<ul style="list-style-type: none"> • little or no organization - confusing to reader • very brief
DETAILS <ul style="list-style-type: none"> • accurate facts, evidence, ideas, information to support purpose 	<ul style="list-style-type: none"> • carefully selected information • great depth of elaboration • insightful reflection on information 	<ul style="list-style-type: none"> • depth of details suited to purpose and audience • accurate information, clear explanation of / reflection on ideas • variety of types of details as needed (e.g., statistics, examples, description, scenario, sequence) • citations as needed • no irrelevant information or ideas 	<ul style="list-style-type: none"> • not enough depth of details for purpose and audience • information that is accurate but general • some information may be irrelevant 	<ul style="list-style-type: none"> • information thin or listed • information very general and/or inaccurate • opinions instead of facts • many irrelevant details 	<ul style="list-style-type: none"> • random, scattered facts and/or ideas • very little information • many inaccurate details
STYLE / VOICE / TONE <ul style="list-style-type: none"> • word choice, sentence structure/ variety to create chosen effect and engage reader 	<ul style="list-style-type: none"> • sophisticated word choice and/or sentence structure 	<ul style="list-style-type: none"> • position taken of someone who knows the information well and wants to make a clear point about it • precise (not vague or general) word choice • variety of sentence patterns • appropriate tone 	<ul style="list-style-type: none"> • appropriate word choice • clear sentences, but not enough variety in sentence structures / patterns • appropriate tone 	<ul style="list-style-type: none"> • basic, simple word choice • some awkward or repetitious sentences • too informal or very inconsistent tone, or monotonous 	<ul style="list-style-type: none"> • very simple word choice • many awkward and/or repetitious sentences