

WRITING STANDARD 2.1

Biographical, Autobiographical Narrative

If you use a number scale, divide the number of points earned by number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write biographical, autobiographical narratives, and/or short stories that

___ Narrate a sequence of events and communicate their significance to the audience

___ Locate scenes and incidents in specific places

___ Develop the narrative elements with concrete sensory details and language e.g., visual details of scenes; descriptions of sounds, smells, specific actions; movements and gestures; interior monologue; feelings of characters

___ Place the presentation of actions to accommodate time/ mood changes

___ Make effective use of descriptions of appearance, images, shifting perspectives, and/or sensory details

Writing Standard 2.2

Response to Literature

If you use a number scale, divide the number of points earned by the number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write responses to literature that

___ Advance a judgment that demonstrates a comprehensive grasp of the significant ideas of works or passages.

___ Support key ideas and viewpoints through accurate and detailed references to the text or to other works

___ Demonstrate awareness of the author's use of stylistic devices and an appreciation of the effects created

___ Identify and assess the impact of perceived ambiguities, nuances, and complexities within text.

Writing Standard 2.3

Expository Writing (including analytical essays and research reports)

If you use a number scale, each category is worth as much as four points for a total of 40. For a number grade of 1-10, divide the number of points earned by 40.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write expository compositions, including analytical essays and research reports that

___ Marshal evidence in support of a thesis and related claims, including information on all relevant perspectives

___ Convey information and ideas from primary and secondary sources accurately and coherently

___ Make distinctions about the relative value and significance of specific data, facts, and ideas

___ Organize and record information on charts, maps, and graphs for use as visuals, employing appropriate technology

___ Anticipate and address readers' potential misunderstandings, biases, and expectations

___ use technical terms and notations accurately

Writing Standard 2.4

Persuasive Writing

If you use a number scale, divide the number of points earned by the number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write persuasive compositions that

___structure ideas and arguments in a sustained and logical fashion

___use specific rhetorical devices to support assertions (e.g., appeal to logic through reasoning; appeal to emotion or ethical belief; personal anecdote, case study, or analogy)

___clarify and defend positions with precise and relevant evidence, including facts, expert opinions, quotations, and/or expressions of commonly accepted beliefs and logical reasoning

___address readers' concerns, counterclaims, biases, and/or expectations

Reflective Essays

If you use a number scale, divide the number of points earned by the number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write reflective compositions that

___Explore the significance of personal experiences, events, conditions, or concerns using rhetorical strategies e.g., narration, description, exposition.

___Draw comparisons between specific incidents and broader themes that illustrate the writer's important beliefs or generalizations about life

___Maintain a balance in describing individual incidents and relating those incidents to more general and abstract ideas

Writing Standard 2.5

Business Letters

If you use a number scale, divide the number of points earned by the number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write business letters that

___Are clear and purposeful, and address the intended audience appropriately

___Use appropriate vocabulary, tone, and style to take into account the nature of the relationship with, and the knowledge and interests of, the recipients

___Highlight central ideas or images

___Follow conventional style, and use page formats, fonts, and spacing that contribute to the documents' readability and impact

Writing Standard 2.6

Technical Documents

If you use a number scale, divide the number of points earned by the number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write technical documents (e.g., manual on rules of behavior for conflict resolution, procedures for conducting a meeting, transcription of minutes of a meeting) that

___ Report and/or convey information and ideas logically and correctly

___ Offer detailed and accurate specifications

___ Include scenarios, definitions, and examples to aid comprehension (e.g., troubleshooting guide

___ Anticipate readers' problems, mistakes, and misunderstandings

Historical Investigation

If you use a number scale, divide the number of points earned by the number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write historical investigation reports that

___Use exposition, narration, description, argumentation, exposition, or some combination of rhetorical strategies to support the main proposition

___Analyze several historical records of a single event, examining critical relationships among elements of the research topic

___Explain the perceived reasons for the similarities and differences in historical records with information derived from primary and secondary sources to support or enhance the presentation

___Include information from all relevant perspectives, taking the validity and reliability of sources into consideration

___Provide a formal bibliography

Job Applications and Resumés

If you use a number scale, divide the number of points earned by the number of traits.

0=not evident

1=minimal evidence of mastery

2=adequate evidence of mastery

3=strong evidence of mastery

4=outstanding evidence of mastery

Write job applications and resumés that

___Are clear and purposeful, and address the intended audience appropriately

___Use varied levels, patterns, and types of language to achieve intended effects and aid comprehension

___Modify tone to fit purpose and audience

___Follow the conventional style for the type of document e.g., resumé, memorandum and use page formats, fonts, and spacing that contribute to the documents' readability and impact