

Report and Essay Scoring Guide

Topic/Prompt: _____

	Below Basic (1 point)	Basic (2 points)	Proficient (3 points)	Advanced (4 points)	Score
Organization	<ul style="list-style-type: none"> ___ Introduction with topic sentence and plan is absent or unclear ___ Supporting statements in body paragraphs are unclear or not related ___ Disorganized; no transitions; transitions not used correctly ___ No examples and/or explanations to support the topic ___ No or inappropriate conclusion 	<ul style="list-style-type: none"> ___ Introduction shows an attempt at a topic sentence and a plan ___ Minimal support in body paragraphs; topic not developed ___ Somewhat organized with simple transitions ___ Few/weak examples and explanations; some not related to the topic ___ Weak conclusion paragraph; mostly repeats the introduction 	<ul style="list-style-type: none"> ___ Introduction with topic sentence and plan clearly fits the prompt, task, or topic ___ Body paragraphs contain accurate reasons, details, and facts to support topic ___ Transitions fit the report or essay's purpose and help with organization ___ Good examples; clear explanations support the topic ___ Solid conclusion paragraph fits the topic, introduction, and purpose of the report or essay 	<ul style="list-style-type: none"> ___ Introduction with strong topic sentence and plan fits the prompt, task, or topic in an interesting way ___ Body paragraphs contain solid reasons, details, and facts; all shared with confidence ___ Excellent organization; good use of transitions to point out supporting reasons or facts ___ Many exceptional examples with good explanation and evidence ___ Strong conclusion paragraph fits the topic, introduction, and purpose of the report or essay 	
Content	<ul style="list-style-type: none"> ___ Not enough information; information unclear ___ Examples inaccurate, confusing, or omitted ___ No clear connection to prompt, task, or topic 	<ul style="list-style-type: none"> ___ Information sometimes repeated or wanders from prompt, task, or topic ___ Examples and explanations are incomplete; need further clarification ___ Accurate response, but prompt, task, or topic not developed enough 	<ul style="list-style-type: none"> ___ All information relates to prompt, task, or topic ___ Examples and explanations help reader clearly understand the topic ___ Clearly addresses the prompt, task, or topic 	<ul style="list-style-type: none"> ___ Highly interesting examples, evidence, and explanations fit the topic and the purpose of the report or essay ___ Quality and quantity of information fully explain the topic ___ Information is engaging; presented with creativity and skill 	
Style	<ul style="list-style-type: none"> ___ Many fragments and/or run-on sentences; several short, choppy sentences ___ Repeated words or phrases; some used incorrectly ___ No clear purpose 	<ul style="list-style-type: none"> ___ Mostly simple sentences or sentences that begin the same way ___ Basic words and descriptions ___ Style of report or essay fits the purpose but needs development; voice and tone not clear 	<ul style="list-style-type: none"> ___ Different sentence structures; variety in the way sentences begin ___ Familiar/ordinary words fit the topic; descriptive words used effectively ___ Style fits the purpose for the report or essay; voice and tone are evident 	<ul style="list-style-type: none"> ___ A variety of simple, compound, and complex sentences ___ Rich words and content create mental pictures; help the reader understand and appreciate the topic ___ Style fits the purpose of the report or essay; strong voice; clear tone 	
Neat + CUPS*	<ul style="list-style-type: none"> ___ Many errors in CUPS that interfere with reading; no sense of paragraphing ___ Shows lack of language skills ___ Not readable 	<ul style="list-style-type: none"> ___ Some errors in CUPS that slow down the reader; attempts to create look of a report or an essay ___ Some problems with language ___ Not neat; still readable 	<ul style="list-style-type: none"> ___ Few errors in CUPS, but they do not interfere with reading or understanding; accurate report or essay format ___ Correct use of language ___ Neat, readable 	<ul style="list-style-type: none"> ___ Minimal, if any, errors in CUPS; obvious control of the report or essay format ___ Skilled use of language ___ Exceptionally neat; obvious effort to engage the reader 	
<p>*Neat = Neatness C = Capitalization U = Usage P = Punctuation S = Spelling</p>					
Total Score (16 possible)					