

SCORE POINT 1

The essay represents a very limited writing performance.

Focus/Purpose/Organization

- ☐ The organizing structure of the essay is inappropriate to the purpose or the specific demands of the prompt. The writer uses organizational strategies that are only marginally suited to the task, or they are inappropriate or not evident at all. The absence of a functional organizational structure causes the essay to lack clarity and direction.
- ☐ Most ideas are generally related to the topic specified in the prompt, but the thesis statement is missing, unclear, or illogical. The writer may fail to maintain focus on the topic, may include extraneous information, or may shift abruptly from idea to idea, weakening the coherence of the essay.
- ☐ The writer's progression of ideas is weak. Repetition or wordiness sometimes causes serious disruptions in the flow of the essay. At other times the lack of transitions and sentence-to-sentence connections causes the writer to present ideas in a random or illogical way, making one or more parts of the essay unclear or difficult to follow.

Development of Ideas

- ☐ The development of ideas is weak. The essay is ineffective because the writer uses details and examples that are inappropriate, vague, or insufficient.
- ☐ The essay is insubstantial because the writer's response to the prompt is vague or confused. In some cases, the essay as a whole is only weakly linked to the prompt. In other cases, the writer develops the essay in a manner that demonstrates a lack of understanding of the expository writing task.

Use of Language/Conventions

- ☐ The writer's word choice may be vague or limited. It reflects little or no awareness of the expository purpose and does not establish a tone appropriate to the task. The word choice may impede the quality and clarity of the essay.
- ☐ Sentences are simplistic, awkward, or uncontrolled, significantly limiting the effectiveness of the essay.
- ☐ The writer has little or no command of sentence boundaries and spelling, capitalization, punctuation, grammar, and usage conventions. Serious and persistent errors create disruptions in the fluency of the writing and sometimes interfere with meaning.

SCORE POINT 2

The essay represents a basic writing performance.

Focus/Purpose/Organization

- ☐ The organizing structure of the essay is evident but may not always be appropriate to the purpose or the specific demands of the prompt. The essay is not always clear because the writer uses organizational strategies that are only somewhat suited to the expository task.
- ☐ Most ideas are generally related to the topic specified in the prompt, but the writer's thesis statement is weak or somewhat unclear. The lack of an effective thesis or the writer's inclusion of irrelevant information interferes with the focus and coherence of the essay.
- ☐ The writer's progression of ideas is not always logical and controlled. Sometimes repetition or wordiness causes minor disruptions in the flow of the essay. At other times transitions and sentence-to-sentence connections are too perfunctory or weak to support the flow of the essay or show the relationships among ideas.

Development of Ideas

- ☐ The development of ideas is minimal. The essay is superficial because the writer uses details and examples that are not always appropriate or are too briefly or partially presented.
- ☐ The essay reflects little or no thoughtfulness. The writer's response to the prompt is sometimes formulaic. The writer develops the essay in a manner that demonstrates only a limited understanding of the expository writing task.

Use of Language/Conventions

- ☐ The writer's word choice may be general or imprecise. It reflects a basic awareness of the expository purpose but does little to establish a tone appropriate to the task. The word choice may not contribute to the quality and clarity of the essay.
- ☐ Sentences are awkward or only somewhat controlled, weakening the effectiveness of the essay.
- ☐ The writer demonstrates a partial command of sentence boundaries and spelling, capitalization, punctuation, grammar, and usage conventions. Some distracting errors may be evident, at times creating minor disruptions in the fluency or meaning of the writing.

SCORE POINT 3

The essay represents a satisfactory writing performance.

Focus/Purpose/Organization

- ☐ The organizing structure of the essay is, for the most part, appropriate to the purpose and responsive to the specific demands of the prompt. The essay is clear because the writer uses organizational strategies that are adequately suited to the expository task.
- ☐ The writer establishes a clear thesis statement. Most ideas are related to the thesis and are focused on the topic specified in the prompt. The essay is coherent, though it may not always be unified due to minor lapses in focus.
- ☐ The writer's progression of ideas is generally logical and controlled. For the most part, transitions are meaningful, and sentence-to-sentence connections are sufficient to support the flow of the essay and show the relationships among ideas.

Development of Ideas

- ☐ The development of ideas is sufficient because the writer uses details and examples that are specific and appropriate, adding some substance to the essay.
- ☐ The essay reflects some thoughtfulness. The writer's response to the prompt is original rather than formulaic. The writer develops the essay in a manner that demonstrates a good understanding of the expository writing task.

Use of Language/Conventions

- ☐ The writer's word choice is, for the most part, clear and specific. It reflects an awareness of the expository purpose and establishes a tone appropriate to the task. The word choice usually contributes to the quality and clarity of the essay.
- ☐ Sentences are varied and adequately controlled, for the most part contributing to the effectiveness of the essay.
- ☐ The writer demonstrates an adequate command of sentence boundaries and spelling, capitalization, punctuation, grammar, and usage conventions. Although some errors may be evident, they create few (if any) disruptions in the fluency of the writing, and they do not affect the clarity of the essay.

SCORE POINT 4

The essay represents an accomplished writing performance.

Focus/Purpose/Organization

- ☐ The organizing structure of the essay is clearly appropriate to the purpose and responsive to the specific demands of the prompt. The essay is skillfully crafted because the writer uses organizational strategies that are particularly well suited to the expository task.
- ☐ The writer establishes a clear thesis statement. All ideas are strongly related to the thesis and are focused on the topic specified in the prompt. By sustaining this focus, the writer is able to create an essay that is unified and coherent.
- ☐ The writer's progression of ideas is logical and well-controlled. Meaningful transitions and strong sentence-to-sentence connections enhance the flow of the essay by clearly showing the relationships among ideas, making the writer's train of thought easy to follow.

Development of Ideas

- ☐ The development of ideas is effective because the writer uses details and examples that are specific and well chosen, adding substance to the essay.
- ☐ The essay is thoughtful and engaging. The writer may choose to use his/her unique experiences or view of the world as a basis for writing or to connect ideas in interesting ways. The writer develops the essay in a manner that demonstrates a thorough understanding of the expository writing task.

Use of Language/Conventions

- ☐ The writer's word choice is purposeful and precise. It reflects a keen awareness of the expository purpose and maintains a tone appropriate to the task. The word choice strongly contributes to the quality and clarity of the essay.
- ☐ Sentences are purposeful, varied, and well-controlled, enhancing the effectiveness of the essay.
- ☐ The writer demonstrates a consistent command of sentence boundaries and spelling, capitalization, punctuation, grammar, and usage conventions. Although minor errors may be evident, they do not detract from the fluency of the writing or the clarity of the essay. The overall strength of the conventions contributes to the effectiveness of the essay.

INFORMATIVE/EXPLANATORY WRITING EVALUATION CHART	POOR 1	2	3	EXCELLENT 4
Focus/Purpose/Organization				
How well does the essay's organizing structure support its purpose and respond to the demands of the prompt?	1	2	3	4
How completely do the ideas relate to the thesis statement and focus on the topic?	1	2	3	4
How logical and well-controlled is the progression of ideas? How well does the writer use transitions and sentence connections to show how ideas are related?	1	2	3	4
Overall Focus/Purpose/Organization Score	1	2	3	4

Development of Ideas				
How effectively are ideas developed? How specific and well-chosen are the details and examples? To what extent do details and examples add substance to the essay?	1	2	3	4
How thoughtful and engaging is the essay? How clearly does the writer show a deep understanding of the expository writing task?	1	2	3	4
Overall Development of Ideas Score	1	2	3	4

Use of Language/Conventions				
How effective is word choice in contributing to the clarity of the essay? To what extent does word choice show the writer's awareness of the essay's purpose and tone?	1	2	3	4
How purposeful, varied, and well-controlled are the sentences? To what extent do the writer's sentences enhance the effectiveness of the essay?	1	2	3	4
How minor are errors in spelling, capitalization, punctuation, grammar, usage, and sentence boundaries? To what extent are the fluency of the writing and effectiveness of the essay unaffected by errors?	1	2	3	4
Overall Use of Language/Conventions Score	1	2	3	4

OVERALL INFORMATIVE/EXPLANATORY WRITING SCORE	1	2	3	4
--	----------	----------	----------	----------