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| Aspect | Not Yet Meeting (2) | Minimally Meets (3) | Fully Meets Expectations (4) | Exceeds Expectations (5) |
| Snapshot | *The writing is often fragmented: it may be long and rambling or too brief to accomplish the purpose* | *The writing presents connect ideas that accomplish the basic purpose or task.* | *The writing is clear, complete, and accomplishes the purpose or task; it flows smoothly.*  | The writing is clear and fully developed; it accomplishes the purpose and creates desired impact. |
| Meaning | * Purpose is unclear; focus is not sustained
* Often confusing
* Examples and details are not relevant; often too general or simplistic
* Information is incomplete; may be inaccurate
 | * Purpose clear; focus may waver
* Some relevant details and examples
* Some accurate information, may be incomplete or poorly integrated
 | * Purpose is clear; consistent focus
* Logically developed with relevant details and examples
* Accurate and complete information; well integrated
 | * Tightly focused; purpose is well defined
* Vivid and relevant details and examples; may show originality
* Accurate and complete information; skillfully integrated
* Originality and a strong voice
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| Style | * Language is repetitive, general, and often unclear or inappropriate
* Simple, repetitive sentences, or flawed
 | * Language is clear and varied; some technical terms
* Some variety in sentences
 | * Varied language; fits purpose; uses appropriate terminology
* Varies sentences appropriately
 | * Precise; may use sophisticate technical language
* Effective variety of sentences
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| Conventions | * Frequent, repeated errors in basic language
* Resembles a rough draft; errors are not corrected
 | * Some errors, but meaning is clear
* Some evidence of editing and proofreading
 | * May have occasional errors
* Carefully edited and proofread
 | * May make occasional errors when taking risks
* Effectively edited and proofread
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