



Report and Essay Scoring Guide

	Below Basic (1 point)	Basic (2 points)	Proficient (3 points)	Advanced (4 points)	Score
Organization	<p>___ Introduction with topic sentence and plan is absent or unclear</p> <p>___ Supporting statements in body paragraphs are unclear or not related</p> <p>___ Disorganized; no transitions; transitions not used correctly</p> <p>___ No examples and/or explanations to support the topic</p> <p>___ No or inappropriate conclusion</p>	<p>___ Introduction shows an attempt at a topic sentence and a plan</p> <p>___ Minimal support in body paragraphs; topic not developed</p> <p>___ Somewhat organized with simple transitions</p> <p>___ Few/weak examples and explanations; some not related to the topic</p> <p>___ Weak conclusion paragraph; mostly repeats the introduction</p>	<p>___ Introduction with topic sentence and plan clearly fits the prompt, task, or topic</p> <p>___ Body paragraphs contain accurate reasons, details, and facts to support topic</p> <p>___ Transitions fit the report or essay's purpose and help with organization</p> <p>___ Good examples; clear explanations support the topic</p> <p>___ Solid conclusion paragraph fits the topic, introduction, and purpose of the report or essay</p>	<p>___ Introduction with strong topic sentence and plan fits the prompt, task, or topic in an interesting way</p> <p>___ Body paragraphs contain solid reasons, details, and facts; all shared with confidence</p> <p>___ Excellent organization; good use of transitions to point out supporting reasons or facts</p> <p>___ Many exceptional examples with good explanation and evidence</p> <p>___ Strong conclusion paragraph fits the topic, introduction, and purpose of the report or essay</p>	
Content	<p>___ Not enough information; information unclear</p> <p>___ Examples inaccurate, confusing, or omitted</p> <p>___ No clear connection to prompt, task, or topic</p>	<p>___ Information sometimes repeated or wanders from prompt, task, or topic</p> <p>___ Examples and explanations are incomplete; need further clarification</p> <p>___ Accurate response, but prompt, task, or topic not developed enough</p>	<p>___ All information relates to prompt, task, or topic</p> <p>___ Examples and explanations help reader clearly understand the topic</p> <p>___ Clearly addresses the prompt, task, or topic</p>	<p>___ Highly interesting examples, evidence, and explanations fit the topic and the purpose of the report or essay</p> <p>___ Quality and quantity of information fully explain the topic</p> <p>___ Information is engaging; presented with creativity and skill</p>	
Style	<p>___ Many fragments and/or run-on sentences; several short, choppy sentences</p> <p>___ Repeated words or phrases; some used incorrectly</p> <p>___ No clear purpose</p>	<p>___ Mostly simple sentences or sentences that begin the same way</p> <p>___ Basic words and descriptions</p> <p>___ Style of report or essay fits the purpose but needs development; voice and tone not clear</p>	<p>___ Different sentence structures; variety in the way sentences begin</p> <p>___ Familiar/ordinary words fit the topic; descriptive words used effectively</p> <p>___ Style fits the purpose for the report or essay; voice and tone are evident</p>	<p>___ A variety of simple, compound, and complex sentences</p> <p>___ Rich words and content create mental pictures; help the reader understand and appreciate the topic</p> <p>___ Style fits the purpose of the report or essay; strong voice; clear tone</p>	
Neat + CUPS*	<p>___ Many errors in CUPS that interfere with reading; no sense of paragraphing</p> <p>___ Shows lack of language skills</p> <p>___ Not readable</p>	<p>___ Some errors in CUPS that slow down the reader; attempts to create look of a report or an essay</p> <p>___ Some problems with language</p> <p>___ Not neat; still readable</p>	<p>___ Few errors in CUPS, but they do not interfere with reading or understanding; accurate report or essay format</p> <p>___ Correct use of language</p> <p>___ Neat, readable</p>	<p>___ Minimal, if any, errors in CUPS; obvious control of the report or essay format</p> <p>___ Skilled use of language</p> <p>___ Exceptionally neat; obvious effort to engage the reader</p>	
<p>*Neat = Neatness C = Capitalization U = Usage P = Punctuation S = Spelling</p>					<p>Total Score (16 possible)</p>