



Primary

Information Reports Scoring Guide

	Below Basic (1 point)	Basic (2 points)	Proficient (3 points)	Advanced (4 points)	Score
Organization	<p>No plan</p> <p>___ No introduction/topic sentence</p> <p>___ Reasons, details, or facts absent or do not match topic</p> <p>___ No transitions; confusing transitions</p> <p>___ No examples; examples are not clear</p> <p>___ No conclusion paragraph; conclusion paragraph is not clear</p> <p>___ Information unclear or missing</p> <p>___ No or confusing information</p> <p>___ Body paragraphs off topic; not clear</p>	<p>Attempts a plan</p> <p>___ Attempt at an introduction with a topic sentence</p> <p>___ Attempts some reasons, details, or facts</p> <p>___ Attempts some simple transitions</p> <p>___ Attempts some examples or explanations</p> <p>___ Attempts conclusion paragraph but needs work</p> <p>___ Little information; information is repeated or wanders</p> <p>___ Information shows limited understanding of the topic</p> <p>___ Some attempt to develop body paragraphs to fit the topic</p>	<p>Clear plan</p> <p>___ Clear introduction with topic sentence and a plan</p> <p>___ Good reasons, details, or facts</p> <p>___ Simple transitions used correctly</p> <p>___ Simple but good, clear examples or explanations</p> <p>___ Simple but good conclusion paragraph that fits the topic</p> <p>___ All information is correct and relates to the topic</p> <p>___ Information shows clear understanding of the topic</p> <p>___ Definite attempt to develop body paragraphs to fit the topic</p>	<p>Well-developed plan</p> <p>___ Strong topic sentence and a plan</p> <p>___ Strong reasons, details, or facts</p> <p>___ Variety in transitions; transitions successfully connect body paragraphs</p> <p>___ Interesting examples or explanations</p> <p>___ Conclusion paragraph restates topic sentence in a new and effective way</p> <p>___ All information is interesting, helps explain the topic</p> <p>___ Information shows an in-depth understanding of the topic</p> <p>___ Well-developed body paragraphs bring topic to life</p>	
Content	<p>___ Incomplete sentences or sentences do not make sense</p> <p>___ Little or no description; descriptions unclear</p> <p>___ No clear purpose for the report</p> <p>___ Filled with errors in CUPS</p> <p>___ No paragraphing</p> <p>___ Hard to read; messy</p>	<p>___ Short, simple sentences that often begin the same way</p> <p>___ Repeated words or phrases</p> <p>___ Report not developed but shows some purpose for writing</p> <p>___ Several errors in CUPS</p> <p>___ Attempts paragraphs</p> <p>___ Readable but not neat</p>	<p>___ Some simple but complete sentences; some variety in structures and beginnings</p> <p>___ Basic words or phrases used correctly</p> <p>___ Report shows a clear purpose for writing</p> <p>___ A few errors in CUPS</p> <p>___ Looks like a report with several paragraphs</p> <p>___ Neat and enjoyable to read</p>	<p>___ Variety in sentences and in the way sentences begin</p> <p>___ Descriptive words or phrases used effectively</p> <p>___ Report leaves no doubt about the purpose for the writing</p> <p>___ Hardly any errors in CUPS</p> <p>___ Clearly a report with several well-organized paragraphs</p> <p>___ Obvious effort by the writer to make the report easy and fun to read</p>	
Style					
Neat + CUPS *					
<p>* Neat = Neatness C = Capitalization U = Usage P = Punctuation S = Spelling</p>					<p>Total Score (16 possible)</p>