



Secondary

# Essay and Report Scoring Guide

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