

Writing Guidelines for Essays and Papers

	Advanced	Competent	Developing	Remedial
Purpose	<ul style="list-style-type: none"> • Essay's purpose clear, shows strong plan of development and originality • All material "on target" and supports purpose • Makes a point and sticks to it • Relates Purpose and Support to Guidelines for Essay 	<ul style="list-style-type: none"> • Responds to the purpose clearly but could use more originality and greater thought • Good sense of material but, point spread a bit thin • May be a bit off point 	<ul style="list-style-type: none"> • Need to respond to the assignment more clearly and reflect purpose more clearly • Purpose somewhat clear, but lacks originality and independent thought • Misses target in support of the point but does stick to the point • Guidelines not followed 	<ul style="list-style-type: none"> • Essay unclear • Does not respond to the assignment or reflect purpose clearly • Not sure of what point student is trying to make
Support: Does student back up his/her points?	<ul style="list-style-type: none"> • Plan of development supported through specific evidence and sound reasoning • Topic sentence identifies paragraphs content • Strong vivid sentences to support the topic sentence • Relates to Guidelines 	<ul style="list-style-type: none"> • Plan of development is supported with a good amount of evidence and sound reasoning • Topic sentence reflect paragraph, but not really on target • Specific evidence present but not as strong/vivid as it could be 	<ul style="list-style-type: none"> • Plan of development is supported with some evidence and reasoning • Topic sentence does not consistently reflect paragraph content • Specific evidence somewhat unclear and a bit ineffective • Guidelines not followed 	<ul style="list-style-type: none"> • Claims and ideas are underdeveloped and unsupported • Topic sentences unclear or non-existent • Specific evidence unclear and ineffective
Coherence: organized and connected?	<ul style="list-style-type: none"> • Overall message is logical and purposeful with a clear method of organization • Quotes are synthesized well with text • Transitions and connecting words used to tie material together; good sense of flow 	<ul style="list-style-type: none"> • Overall message of paragraphs is mostly logical, purposeful; it is organized • Quotes are synthesized fairly well with text • Transitions indicate relationships between paragraphs; OK sense of flow 	<ul style="list-style-type: none"> • Overall message of paragraphs is sometimes illogical with basic organization • Quotes are synthesized into the text but sometimes random • Transitions do not indicate a sense of relationship between paragraphs; no sense of flow 	<ul style="list-style-type: none"> • Overall message of paragraphs inadequate • No quotes or quotes not synthesized into the text • Transitions fail to indicate relationship between paragraphs
Sentence Skills	<ul style="list-style-type: none"> • Free from grammatical or mechanical errors • Word choice is specific, dynamic, and varies • Sentences are clear and active (subject, verb, object) and to the point 	<ul style="list-style-type: none"> • Grammar and mechanical errors present, but not enough to distract reader • Word choice specific and somewhat varies • Sentences are mostly clear, active and to the point 	<ul style="list-style-type: none"> • Grammar and mechanical errors present and distract reader • Word choice unspecific, generic, redundant and clichéd • Sentence somewhat clear and excessive use of passive voice 	<ul style="list-style-type: none"> • Paper is full of grammatical and mechanical errors • Word choice excessively redundant, clichéd and unspecific • Sentences are very unclear
APA	<ul style="list-style-type: none"> • Conforms to the APA rules perfectly 	<ul style="list-style-type: none"> • Conforms to the rules for formatting and citation of sources in APA with minor exceptions 	<ul style="list-style-type: none"> • Conforms to the rules for formatting and citation of sources in APA several somewhat major exceptions 	<ul style="list-style-type: none"> • Often fails to conform to the rules for formatting and citation of sources in APA