

Report Writing

Name: _____

	4. Distinguished	3. Proficient	2. Apprentice	1. Novice
Writing-Ideas: Includes interesting and informative details	Writing had quality details which were interesting and supported the main idea.	Writing had many details that supported the main idea.	Writing had few details that supported the main idea.	Writing had no details.
Writing-Organization: Has a beginning, a middle, and an end	Writing had a beginning, a middle, and an end. Writing had transitional sentences and flowed smoothly .	Writing had a beginning, a middle, and an end. Writing had transitional sentences.	Beginning, middle, and end were not clear.	Writing did not have a beginning, middle, or end.
Writing-Voice: Writing helps reader know who is talking	Writing showed personal style. Feeling was used to engage the reader with the topic.	Emotion and feelings were used to communicate the message.	Writing had very little feeling or emotion.	Writing had no feeling or emotion.
Writing-Word Choice: Used descriptive and colorful language	Writing used colorful and precise words to create a picture in the mind of the reader. Writing showed a strong vocabulary.	Writing used many descriptive words. Word choice sometimes took away from the meaning.	Writing had a few adjectives and descriptive words. Writing lacked style and variety.	Writing did not have adjectives or descriptive words.
Writing-Spelling and Grammar: Correct grammar and spelling	Made only one or two spelling, punctuation, or grammar errors.	Made less than five spelling, punctuation, and grammar errors.	Made up to ten spelling, punctuation, and grammar errors.	Made more than ten spelling, punctuation, and grammar errors.

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___ My writing has interesting and informative details that support the main idea.

___ My writing has a beginning, a middle, and an end.

___ My writing helps the reader know who is talking.

___ My writing has adjectives and other descriptive words that make it interesting to read.

___ My project has correct grammar, spelling, and punctuation.