

	Secure		Developing		Beginning	
Characteristics	6	5	4	3	2	1
<p>Student included AT LEAST the following:</p> <ul style="list-style-type: none"> • Paper was typed in letter format • Appearance was neat with separate paragraphs when appropriate • Letter included brief summary and details • Prepared thoughtful paper showing effort and creativity • Assignment was turned in on-time 	Application of genre knowledge is highly effective.	Application of genre knowledge is effective.	Application of genre knowledge is generally effective.	Application of genre is developing but inconsistent.	Application of genre knowledge is limited.	Application of genre knowledge is missing or vague.
Content and Ideas	The writing is exceptionally clear, and focused. Ideas and content are thoroughly developed with relevant details and examples where appropriate.	The writing is clear, and focused. Ideas and content are well developed with relevant details and examples where appropriate.	The writing is generally clear and focused. Ideas and content are developed with relevant details and examples where appropriate, although vague.	The writing is somewhat clear and focused. Ideas and content are developed with limited or partially successful use of examples.	The writing is only occasionally clear and focused. Ideas and content are underdeveloped.	The writing is generally unclear and unfocused. Ideas and content are not developed or connected.
Organization	The writer’s control over organization and the connections between ideas move the reader smoothly and naturally through the writing.	The writer’s control over organization and the connections between ideas effectively move the reader through the writing.	The response is generally coherent, and its organization is functional.	There may be evidence of an organizational structure, but it may be artificial or ineffective.	There may be little evidence of organizational structure.	There may be no noticeable organizational structure.
Voice	The writer shows a mature command of language including precise word choice that results in a compelling piece of writing.	The writer shows a command of language including precise word choice.	The writer’s command of language, including word choice, supports meaning.	Vocabulary may be basic.	Vocabulary may be limited.	Vocabulary is ineffective.
Conventions	Tight control over language use and mastery of writing conventions contribute to the effect of the writing.	The language is well controlled, and occasional lapses in writing conventions are hardly noticeable.	Lapses in writing conventions are not distracting.	Incomplete mastery of writing conventions and language use may interfere with meaning some of the time.	Limited control over writing conventions may make the writing difficult to understand.	Lack of control over writing conventions may make the writing difficult to understand.

