

# Written Communications

Goal: Our students will have written communication skills.

Objective: Students will demonstrate skill in selecting appropriate content for written work, effectively organizing this content, and producing a written document reflecting proper grammar, sentence structure and choice of words.

TRAITS	Needs Improvement 0 - 1	Acceptable 2 - 3	Exemplary 4 - 5	Score
<b>CONTENT</b> Are all relevant aspects of the topic included in the written work?	Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence.	There is enough written work to sufficiently cover the topic, and some assertions are supported by evidence.	Written work provides in-depth coverage of the topic, and assertions are always supported by evidence.	
<b>STRUCTURE</b> Are topics organized logically/appropriately in the written work?	Written work poorly organized. It has weak beginning, development and conclusion. Paragraphing and topic transitions are also deficient.	Written work is satisfactorily organized. It has adequate beginning, development and conclusion. Paragraphing and topic transitions are also adequate.	Written work is excellently organized. It has clear and appropriate beginning, development and conclusion. Paragraphing and topic transitions are also clear and appropriate.	
<b>MECHANICS</b> Adequacy of grammar and language.	Written work has many deficiencies in word selection and use, spelling and punctuation.	Written work has some deficiencies in word selection and use, spelling and punctuation.	Written work has few, if any, deficiencies in word selection and use, spelling and punctuation.	

**Student Name:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Evaluator Notes/Comments:**