

Name _____

Period _____

EVALUATING WRITING CHECKLIST

Ideas/Content

___ I show I have thorough knowledge of the ideas/content.

___ I have a strong main idea/content.

___ I connect all of my supporting ideas to my main idea/content.

___ I make my idea/content clear with examples/details/events.

Voice

___ I show courage by writing from the heart. I am so involved that I pull the readers into my writing and make them feel like they are involved in my thoughts/events.

___ I cause the reader to believe I am being myself/being honest. (I am not faking—unless, of course, the purpose of my writing is to pretend.)

Organization

___ I have an introduction that gets the reader interested/involved in my main idea.

___ I have a smooth transition into the main part or the body of my writing.

___ I have a main part that develops my main idea with example/details/events.

___ I have smooth transitions between examples/details/events.

___ I bring my writing to a smooth ending/conclusion.

Conventions

___ I use correct spelling.

___ I use correct punctuation.

___ I use correct capitalization.

___ I use correct grammar.

___ I use standard English. (There may be exceptions to this; for example, when I quote someone who uses nonstandard English, or when I have a special effect I am trying to create.)

___ I use an appropriate and neat format.

EVALUATING WRITING

Areas of Evaluation for Written Projects

Ideas

Voice

Organization

Conventions

Your paper will be stamped with the initials of each area of evaluation. →

A number from 1 to 5 will be used to rate each area that is being evaluated. →

Analytic Trait			
I	V	O	C

You will receive a rating of **1, 2, 3, 4 or 5** in each area, with **1** being the **lowest** and **5** the **highest**.

For each of the areas of evaluation, your rating will be high if you do the following in your writing.

Idea/Content

- ◆ You show you have thorough knowledge of the idea/content.
- ◆ You have a strong main idea/content.
- ◆ You connect all of your supporting ideas to your main idea/content.
- ◆ You make your ideas/content clear with examples/details/events.

Voice

- ◆ You show courage by writing from the heart. You are so involved that you pull the reader into your writing and they feel like they are involved in your thoughts/events.
- ◆ You cause the reader to believe you are being yourself/being honest. (You are not faking –unless, of course, the purpose of your writing is to pretend.)

Organization

- ◆ You have an introduction that gets the reader interested/involved in your main idea.
- ◆ You have a smooth transition into the main part or the body of your writing.
- ◆ You have a main part that develops your main idea with examples/details/events.
- ◆ You bring your writing to a smooth ending/conclusion.
- ◆ You have smooth transitions between examples/details/events.
- ◆ You bring your writing to a smooth ending/conclusion.

Conventions

- ◆ You used correct spelling.
- ◆ You used correct punctuation.
- ◆ You used correct capitalization.
- ◆ You used correct grammar.
- ◆ You used standard English. (There may be exceptions to this; for example, when you quote someone who uses nonstandard English, or when you have a special effect you are trying to create.)
- ◆ You use an appropriate, neat format.