|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **4** | **3** | **2** | **1** |
| **Organization** | I can make informed choices about organizing paragraphs according to audience and purpose and meet the required length.  I use a highly effective structure. | I can organize paragraphs logically and meet the requirements of 3-5 paragraphs, 400-600 words.  I use well-placed details. | I can write several simple paragraphs but could not fulfill the minimum requirement.  I use a canned/ rough draft structure. | I can write a simple paragraph about a topic.  My text has no sense or order of logic. |
| **Ideas and Content** | My piece has a laser-sharp focus on the topic.  I have a unique, original topic supported by credible, reliable evidence. | My topic is clear and manageable.  Topic is supported by credible evidence. | My topic is somewhat broad.  I use general or imprecise details. | I am still searching for a topic.  I use few details and/or inaccurate details. |
| **Voice** | My purpose drives the voice, compelling tone throughout. | My purpose is clear, compelling tone at times. | My purpose is somewhat clear, passionless tone. | My purpose is unclear, lifeless tone. |
| **Conventions** | My spelling is completely under control, understanding of capitalization.  Only break rules for stylistic reasons. | My spelling is generally under control, control over capitalization.  Range of punctuation and paragraphing skills. | Simple words are spelled correctly, simple capitalization rules followed.  Basic punctuation and paragraphing are handled well. | Unreadable because of poor spelling, no adherence to capitalization rules.  No attention to punctuation and paragraphing. |
| **Oral Presentation** | I can prepare and give an oral presentation that includes an appropriate beginning, middle and end and in which I can adjust voice, tone and language where needed, and use body language and gestures. | I can prepare and give an effective oral presentation that includes an appropriate beginning, middle and end, and in which I can adjust my voice, tone, and language where needed. | I can prepare and give a simple oral presentation that includes an appropriate beginning, middle and end, and in which I speak clearly. | I can prepare a simple presentation that includes a beginning, middle, and end and can give a simple presentation, with help. |