**6 Trait Information Writing Rubric**

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| **Ideas** | **Organization** |
| **6*** Clear, focused, explicit thesis -- writer has a vision
* Expansively, accurately answers well-defined questions and/or responds to the prompt
* Synthesizes information from multiple sources
* Offers support and examples that enhance reader’s understanding

**5*** Clear, focused thesis
* Answers important questions and/or responds to the prompt
* Pulls information from more than one source
* Offers credible, helpful support and examples

**4*** Thesis easy to identify
* Addresses at least one question/issue with broad overview
* Relies on outside sources combined with personal knowledge
* Offers some support for or expansion of main topic

http://images.weddingclipart.com/images/1/1221244306526_373/img_1221244306526_3731.jpg**3*** Thesis can be inferred
* Gives broad brushstroke view of topic
* Limited research and knowledge, much reliance on common knowledge
* Evidence and support sketchy, limited

**2*** Thesis still emerging
* Insufficient knowledge leaves many questions unanswered
* Broad generalizations, lists of undeveloped ideas
* Unsupported assertions, observations

**1*** No thesis -- topic undefined
* No informational base, reader left with many questions
* Best guesses, random thoughts
* Writing mainly to fill page
 | **6*** Thoughtful structure guides reader purposefully from point to point
* Lead sets up discussion, ending helps reader draw conclusions
* Transitions suggest connections reader might not think of
* Design supports reader’s understanding of the topic

**5*** Design supports development of thesis
* Lead introduces topic, ending brings discussion to closure
* Transitions make important connections clear
* Design makes discussion easy to follow

**4*** Design lets reader follow discussion without difficulty
* Functional lead kicks things off, conclusion signals end of discussion
* Helpful transitions often suggest connections
* Structure helpful, though sometimes predictable

http://images.weddingclipart.com/images/1/1221244306526_373/img_1221244306526_3731.jpg**3*** Reader must work to stay on track -- OR he or she always knows what’s coming.
* Lead creates unfulfilled expectations, ending seems abrupt
* Transitions sometimes missing or unclear
* Reader must pause or reread -- OR everything is predictable

**2*** Reader asks, “Where is this going?”
* Lead does not set up discussion, ending provides no resolution
* Transitions unclear, missing, or not helpful in linking ideas
* Information comes at the wrong time -- or is continually repeated

**1*** Reader feels lost
* Starts right in (no lead) -- perhaps points *aren’t* connected
* Nothing seems related to anything else -- a random list.
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| **Sentence Fluency** | **Conventions** |
| **6*** Sentences consistently clear, direct, to the point
* Text both graceful and designed to promote rapid, easy reading
* Purposeful beginnings and transitions help reader follow the text.
* Sentences are varied and balanced -- no extremes of long or short.

**5*** Sentence structure clear and direct
* Smooth phrasing enhances readability
* Purposeful beginnings and transitions connect ideas
* Sentences are balanced without extremes of long or short

**4*** Sentences clear and readable
* No noticeable awkward moments to slow reader
* Possible repetition -- more transitions would help
* Sentences could use some variety -- nothing overly long or short

http://images.weddingclipart.com/images/1/1221244306526_373/img_1221244306526_3731.jpg**3*** Careful reading required
* Awkward moments make rapid reading difficult
* Repetitive beginnings noticeable, more transitions needed
* Sentences tend to be repetitive and choppy -- or never-ending

**2*** Processing meaning takes time, effort, attention
* Confusing structure makes reader pause, go back
* Beginnings repetitious -- or just had to spot
* Tangles, awkward, choppy sentences -- repeated patterns

**1*** Confusing structure requires constant mental editing
* Missing words, awkward moments, irregular structure slow the reader significantly
* Hard to tell where sentences begin and end
* Non-sentences or endlessly connected clauses, word strings
 | **6*** Thoroughly edited -- and only the pickiest editors will spot errors
* Conventions *enhance* meaning, voice
* Sources correctly cited using appropriate format
* *Optional*: Enticing layout creates strong, effective overall impression
* Virtually ready to publish

**5*** Edited well -- minor errors that are easily overlooked
* Conventions support meaning, voice
* Sources correctly cited
* Optional: Striking layout guides reader to key points
* Ready to publish with light touch-ups

**4*** Noticeable errors -- reader breezes right through, however
* Errors do not interfere with meaning
* Sources cited -- light corrections needed
* *Optional*: Layout adequate, pleasing
* Good once-over needed prior to publication

http://images.weddingclipart.com/images/1/1221244306526_373/img_1221244306526_3731.jpg**3*** Noticeable, distracting errors -- editing erratic, things missed
* Errors may slow reader of affect message in spots
* Citations need checking -- some may be omitted
* *Optional*: Problems with layout (e.g., small print, no subheads)
* Thorough, careful editing needed prior to publication

**2*** Frequent distracting errors reflect minimal editing
* Errors slow reader, affect clarity
* Citations missing, faulty
* *Optional*: Layout problematic (e.g., no margins, hard to read fonts)
* Line-by-line editing needed prior to publication

**1*** Serious, frequent errors -- not yet edited or proofed
* Reader must slow down, fill in, decode
* Sources not cited
* *Optional*: No apparent attention to layout
* Word-by-word editing needed prior to publication
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| **Voice** | **Word Choice** |
| **6*** Professional, enthusiastic voice welcomes readers into discussion
* Confidence reflects knowledge, inspires readers’ trust
* Writer’s clear enthusiasm for topic is compelling, contagious
* Reader feels eager to share the piece aloud

**5*** Professional, sincere voice connects with readers
* Confidence makes readers open to message
* Writer’s enthusiasm for topic is evident
* A likely read-aloud candidate

**4*** Sincere, appropriate voice signals writer’s presence
* Confident moments reflect writer’s valuable knowledge of topic
* Enthusiastic moments encourage readers to hang in
* Some passages could be shared aloud

http://images.weddingclipart.com/images/1/1221244306526_373/img_1221244306526_3731.jpg**3*** Writer hides behind facts, generalities
* Confidence and comfort with topic seem limited
* Quiet voice dampens reader’s enthusiasm for topic
* Not quite ready to share aloud -- though moments are close

**2*** Voice distant, encyclopedic -- or just wrong for audience, topic
* Limited knowledge of topic keeps voice in check
* Reader must work to pay attention
* Not a read-aloud candidate yet

**1*** Voice inappropriate -- or just a faint whisper
* Writer doesn’t seem to know or like this topic
* Reader feels shut out of discussion
* Feels stiff, mechanical if read aloud
 | **6*** Explicit, precise words make message consistently clear for reader
* Writer uses language of content area with ease and skill
* Writer helps reader feel at home with important terms, concepts
* Language builds a bridge to understanding

**5*** Carefully chosen words add to clarity
* Writer clearly knows language of content area
* Writer clarifies most new words or concepts for reader
* Language supports readers’ understanding of the message

**4*** Functional language makes message clear on general level
* Writer seems familiar with basic terminology of content area
* New terms are often defined, explained
* Reader can readily make sense of the message

http://images.weddingclipart.com/images/1/1221244306526_373/img_1221244306526_3731.jpg**3*** Some parts are unclear or ambiguous
* Writer not fully comfortable with language of the content area
* New terms not always clearly defined, explained
* Reader can figure out meaning with some effort, thought

**2*** Imprecise or vague language creates confusion or incomplete picture
* Terms sometimes used incorrectly -- or omitted, even if needed
* Language is general, unclear, wordy, or jargonistic
* Reader must work hard to “get it”

**1*** What is the writer trying to say?
* Writer lacks terminology to make message clear
* Language does not speak to reader
* Reader left to guess at writer’s meaning
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| **Raw Score** | 36 | 35 | 34 | 33 | 32 | 31 | 30 | 29 | 28 | 27 | 26 | 25 | 24 | 23 | 22 | 21 | 20 | 19 | 18 | 17 | 16 | 15 | 14 | 13 | 12 | 11 | 10 | 0 |
| **Conversion** | 97+ | 96 | 94 | 92 | 90 | 88 | 86 | 84 | 82 | 80 | 78 | 76 | 74 | 72 | 70 | 65 | 63 | 60 | 58 | 57 | 56 | 55 | 54 | 53 | 52 | 51 | 50 | 0 |
| **Your Score** |  |

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**Copy Editors’ Symbols**

