**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. |
| **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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**Copy Editors’ Symbols**

