



Teacher-Friendly Scoring Guide for Informational Writing

The primary purpose of informational writing is to describe or explain using reliable, accurate, and well-organized information. Although often associated with reports or essays, it can contain more than “just the facts,” from reasons to explanations or even personal experiences, to enliven the piece. It is written in a knowledgeable voice that lends credibility. To accomplish that, the writer must apply the key qualities of the mode with skill and confidence.

6 EXCEPTIONAL

- A. **Facts and Details:** The writer provides accurate, specific information and details that come from reliable sources.
- B. **Structure and Features:** The writer conveys the idea logically and clearly from beginning to end, using an identifiable text structure (compare/contrast, problem/solution, procedural, and so on). Text features enhance understanding of significant information and concepts (pictures, headings, charts, graphs and so on).
- C. **Clarity and Focus:** The writer conveys essential information and delves into what really matters about the topic. The writer sticks with the topic and uses rich vocabulary to reveal key insights.

5 STRONG

4 REFINING

- A. **Facts and Details:** The writer provides an overview of the topic, relying on mostly superficial facts and details from sources that may be questionable.
- B. **Structure and Features:** The writer uses a tried-and-true structure, such as an obvious five-sentence paragraph or a stilted five-paragraph essay. Text features are not well-placed or lack enough information to be meaningful.
- C. **Clarity and Focus:** The writer has a topic, but it’s just a simple overview. He or she makes few attempts to reach for the “just right” words and content-specific language to bring the topic to life. The piece is an outsider’s perspective looking in.

3 DEVELOPING

2 EMERGING

- A. **Facts and Details:** The writer makes sweeping statements; nothing new is shared. Facts and details are unsupported or inaccurate.
- B. **Structure and Features:** The writer provides no sense of internal organization to guide the reader from beginning to end. The piece is illogical.
- C. **Clarity and Focus:** The writer does not have a clear topic and uses stilted and confusing language. It is completely an outsider’s perspective.

1 RUDIMENTARY