

Name _____ Date _____

Writing Explanatory Text Portfolio Rubric

Directions: Use the rubric below as a guide in writing, revising, and finalizing your explanatory text.

Category	Features	Teacher Comments	Points
Structure and Research	<p>___ Organization of text is appropriate to the task, purpose, and audience.</p> <p>___ Appropriate and relevant print and digital sources were used to gather information about the topic or issue.</p>		(2 possible) _____
Introduction	<p>___ Introduction introduces the topic in an engaging way.</p> <p>___ Introduction includes a thesis statement.</p>		(2 possible) _____
Body	<p>___ Topic is developed with well-chosen, relevant, and sufficient facts, extended definitions, concrete details, quotations, and other information and examples.</p> <p>___ The writing prompt is addressed comprehensively.</p> <p>___ Information from sources is integrated effectively into the text to maintain coherence.</p>		(3 possible) _____
Conclusion	<p>___ Conclusion follows from and supports information in the text.</p> <p>___ Conclusion includes a concluding statement.</p>		(2 possible) _____
Language and Style	<p>___ Precise language and domain-specific vocabulary are used to manage the complexity of a topic.</p> <p>___ Transitions link the major sections of the text, create cohesion, and clarify relationships among complex ideas.</p> <p>___ A formal style and objective tone are used.</p>		(3 possible) _____

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Revising	<input type="checkbox"/> Transitions and a variety of phrases help clarify the organization and flow of ideas. <input type="checkbox"/> Word choice and sentence structure make the writing coherent and engaging. <input type="checkbox"/> Active and passive voice are used effectively. <input type="checkbox"/> Syntax is varied for effect.		(4 possible) _____
Editing	<input type="checkbox"/> Writing is grammatically correct. <input type="checkbox"/> Writing is punctuated correctly. <input type="checkbox"/> Correct spelling is used. <input type="checkbox"/> Sources are cited correctly.		(4 possible) _____
	Total		(20 possible) _____

Teachers: Consider each item in the checklist rubric as 0, 0.5, or 1 point. A half point in the final total must be rounded up. Please provide comments and feedback to students for any item that is not given the full point.