

Name: _____ Grade _____

Informational Writing Rubric

(This is based on the final product)

Category	4	3	2	1	Total Score
Format	The student completes all the important components of the task and communicates ideas clearly. The information gathered is accurate and appropriate.	The student demonstrates understanding of major concepts even though he/she overlooks or misunderstands some less important ideas or details.	The student completes some important components of the task and communicates those clearly. The student demonstrates that there are gaps in his/her conceptual understanding.	The student addresses only a small portion of the required task and has inaccurate information.	
Word Choice	The writer's voice is confident. Strong, engaging, positive words add to the main message. Every word counts.	Strong words are used, but some may be too negative.	The writer's voice needs to be more confident. Many words need to be stronger and more positive.	The writer's voice sounds unsure. The same weak words are used throughout the essay.	
Sentence Fluency (grammar)	The sentences flow smoothly, and people will enjoy reading the variety of sentences. Uses correct sentence structure and subject/verb agreement.	Sentence beginnings are varied. Mostly correct sentence structure and subject/verb agreement.	Varied sentence beginnings are needed. Very little sentence structure or subject/verb agreement.	Too many sentences begin the same way. Compound and complex sentences are needed. Many subject/verb agreement mistakes.	
Conventions	Mastery of conventions adds style to the essay. There are two or less punctuation and capitalization errors	Grammar and punctuation errors in a few sentences may distract the reader.	There are enough errors to confuse the reader. There are 5 to 7 errors.	Frequent errors make the essay difficult to read.	
Spelling	Mastery of high frequency words adds to the essay. There are two or less spelling errors.	High frequency words are correct. There are only 3 to 4 spelling errors.	There are 5 to 7 spelling errors in the final product.	8 or more spelling errors in the final product.	

Comments: