

## 5 Categories to Assess Writing © Donna Zucker

ASSIGNMENT	RESEARCH	CRITICAL THINKING	CRAFT	EDIT
<p><i>Clarity &amp; Completion of Work</i></p> <ul style="list-style-type: none"> <li>• Prior to submission, ask if any part of assignment is unclear</li> <li>• Follow guidelines and complete the requirements including word count</li> <li>• If applicable: (1) notes corrections, addressed, incorporated (2) each draft building on previous work</li> <li>• Properly Submitted</li> </ul>	<p><i>Collect Evidence: Investigate, Organize, Present</i></p> <ul style="list-style-type: none"> <li>• Every fact has credible source(s) to back-up each claim</li> <li>• Every source presented with necessary and essential information, providing transparency</li> <li>• Absolute statements must be verified by credible source(s); No opinions stated as facts</li> <li>• Research organized and properly formatted for submission</li> </ul>	<p><i>Demonstrate Significant Study &amp; Reflection</i></p> <ul style="list-style-type: none"> <li>• Identify and establish purpose and goal</li> <li>• Establish audience to identify <i>why</i> specific material is essential to the reader</li> <li>• Select best research and material to achieve your goal</li> <li>• Establish tone to craft your work; be clear of the effect you want to have on the reader</li> </ul>	<p><i>Write with Intent: Execute Your Goal</i></p> <ul style="list-style-type: none"> <li>• Structure: choose method to present information</li> <li>• Language: every word is purposeful, exact, meaningful, effective (use thesaurus!)</li> <li>• Writing is unified; all parts working collectively to make a point to the reader about topic</li> <li>• Style, voice emerging through creation and construction of work</li> </ul>	<p><i>Prep for Submission: Methodically Proof</i></p> <ul style="list-style-type: none"> <li>• Correct errors in grammar, punctuation</li> <li>• No unnecessary clichés and contractions; no repetition of words, sentences, ideas</li> <li>• Be mindful of sentence structure: refine and bridge sentences, paragraphs.</li> <li>• Uniformity of material such as numbers, titles, spacing, sources, based on guidelines, format</li> </ul>
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