

Writing Worksheet

Does the standard apply?	Writing Standard	Questions/Comments
	Clear: understandable, precise	Do you know exactly what the writer means?
	Accurate: free of errors or distortions	Does the content conform to fact?
	Precise: specific, exact to the necessary level of detail	Does the writer need to add details or be more exact?
	Relevant: clearly connected to the matter at hand	Is there anything here that doesn't belong? Is there extraneous discussion?
	Deep: taking into account the complexities of the topic	Has the writer addressed the complexities of the topic?
	Broad: open to multiple relevant viewpoints	Has the writer examined all the relevant issues?
	Logical: free of contradictions & fallacies	Are there gaps in reasoning? Are there fallacies?
	Significant: focused on the most important info	Are the most important points considered? Is discussion absent that ought to be included? Does the writer address the prompt (if a prompt is given)?
	Fair: not merely self-serving or one-sided	Does the writer fairly present others' views? If the assignment calls for sources, has the writer acknowledged those sources clearly and fully and delineated between borrowed and original ideas?
	Correct: free from grammar, punctuation, spelling, & usage errors; guidelines followed	Are grammar, punctuation, spelling, usage correct? Appropriate to audience? Are guidelines followed?

Exemplary = All applicable standards met; writing is excellent/skilled
Satisfactory = Most applicable standards met; writing is competent/effective
Below Satisfactory = Some applicable standards met; writing is inconsistent/ineffective
Unsatisfactory = Few/No applicable standards met; writing is unskilled