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|  | 4 | 3 | 2 | 1 |
| **Focus & Details** | Your writing piece is clear and well-focused. Main idea/topic is clear and is well supported by detailed and accurate information. | There is one clear, well-focused topic in your writing piece. Main idea/topic is clear but is not well supported by detailed information. | Writing piece is on topic. Main idea/topic is somewhat clear. | The topic/main idea of the writing piece is not clear. |
| **Organization** | The prompt is addressed in a logical manner that makes it easy to read and understand | The prompt is addressed in a mostly logical manner. Some parts might seem out of order, but it doesn’t take away from understanding. | The prompt is not fully addressed and lack depth | The prompt is not addressed |
| **Word Choice** | The author uses vivid words and phrases. The choice and placement of words seems accurate, natural, and not forced.  | The author uses vivid words and phrases. The choice and placement of words is inaccurate at times and/or seems overdone.  | The author uses words that communicate clearly, but the writing lacks variety. Transition words are used. | The writer uses a limited vocabulary. Overused expressions may be present and take away from the meaning.  |
| **Sentence Structure, Grammar, Mechanics, & Spelling** | All sentences are well constructed and have varied structure and length. The author makes no errors in grammar, mechanics, and/or spelling. | Most sentences are well constructed and have varied structure and length. The author makes a few errors in grammar, mechanics, and/or spelling, but they do not interfere with understanding. | Most sentences are well constructed, but they have a similar structure and/or length. The author makes several errors in grammar, mechanics, and/or spelling that interfere with understanding. | Sentences sound awkward, are distractingly repetitive, or are difficult to understand. The author makes numerous errors in grammar, mechanics, and/or spelling that interfere with understanding. |
| **Writing Process** | The writing piece shows obvious evidence of the writing process. - Detailed Pre-write- Rough Draft with editing and revisions noted - Final draft includes changes noted in rough draft.  | The writing piece shows some evidence of the writing process. - Pre-write- Rough Draft with editing and revisions noted - Final draft includes changes noted in rough draft.  | The writing piece shows little evidence of the writing process. - Pre-write- Rough Draft - Final draft  | The writing piece shows no evidence of the writing process  |
| **Topic**  | Topic is fully developed and creatively written. Topic is responded to completely and thoroughly.  | Topic is developed and creatively written. .  | Topic is somewhat developed. | Topic is not developed.  |