



Teacher-Friendly Scoring Guide for Informational Writing

The primary purpose of informational writing is to describe or explain using reliable, accurate, and well-organized information. Although often associated with reports or essays, it can contain more than “just the facts,” from reasons to explanations or even personal experiences, to enliven the piece. It is written in a knowledgeable voice that lends credibility. To accomplish that, the writer must apply the key qualities of the mode with skill and confidence.

6 EXCEPTIONAL

- A. **Facts and Details:** The writer knows a lot about this topic from personal experience or simple research.
- B. **Structure and Features:** The writer puts facts and details in logical order from beginning to end, using pictures and words.
- C. **Clarity and Focus:** The writer sticks with the topic and digs in using rich word choice.

5 STRONG

4 REFINING

- A. **Facts and Details:** The writer shows some knowledge about the topic but only from personal experience.
- B. **Structure and Features:** The writer uses predictable formats (title/picture; topic sentences with three supporting details). The ideas aren’t always in order.
- C. **Clarity and Focus:** The writer has a topic but may not stick to it. The word choice is basic, just like the writer’s treatment of the topic.

3 DEVELOPING

2 EMERGING

- A. **Facts and Details:** The writer uses inaccurate information or leaves out key details.
- B. **Structure and Features:** The writer does not put ideas in an order that makes sense to the reader.
- C. **Clarity and Focus:** The writer does not have a clear topic. The word choice is confusing.

1 RUDIMENTARY