

Handout 4. Scoring Rubric For Out-of-Class Paragraphs, Low-Intermediate Level

	Rough Draft	Final Draft	Final Grade
Content, Organization, and Clarity (50 points)			
• Paragraph includes specific content points	/10	/10	
• Paragraph includes a topic sentence (a sentence that tells the main idea)	/10	/10	
• All the sentences relate to the main idea and are in logical order	/10	/10	
• Ideas are explained clearly	/10	/10	
• Paragraph gives enough information and includes specific examples	/10	/10	
Grammar, mechanics, and format (50 points)			
Sentence structure			
• Complete sentences (subject and verb) Problem: ___ no verb ___ no subject	/10	/10	
• Correct use of capital letters and periods (.) to divide sentences Problem: ___ run on ___ comma splice	/10	/10	
Other grammar for the level/assignment			
• Correct word order	/5	/5	
• Correct word forms: nouns, verbs, adjectives, adverbs, plurals, pronouns (subject, object, possessive)	/5	/5	
• Correct use of verbs Problem: ___ verb tense ___ incorrect use of <i>be</i> = am, is, are ___ verb form ___ subject-verb agreement	/10	/10	
Format			
• Indents the first line of the paragraph and uses correct format for other lines	/5	/5	
Spelling and mechanics			
Problem: ___ spelling ___ punctuation ___ capital letters	/5	/5	
Final grade (100 points)	/100	/100	/100
Note: Points obtained on the rough and final drafts are averaged to arrive at the final grade. If the final draft is not turned in on time, 10 points are subtracted.			

Brinton, Donna M., and Marianne Celce-Murcia. *Teaching English as a second or foreign language*. Heinle and Heinle, 2014, p. 237.

Handout 4a. Tables of Contents from several EAP resources

Purdue University's Online Writing Lab (OWL): "Academic Writing"

(<https://owl.english.purdue.edu/owl/section/1/2/>)

Subdivisions

1. The Rhetorical Situation
2. Establishing Arguments
3. Logic in Argumentative Writing
4. Paragraphs and Paragraphing
5. Essay Writing (The Modes of Discourse—Exposition, Description, Narration, Argumentation (EDNA))
6. Conciseness
7. Paramedic Method: A Lesson in Writing Concisely
8. Reverse Paramedic Method
9. Adding Emphasis
10. Sentence Variety
11. Using Appropriate Language
12. Active and Passive Voice
13. Email Etiquette
14. Email Etiquette for Students
15. Using Foreign Languages in Academic Writing in English

Teaching Academic Writing (Paltridge et al., 2009)

TOC

- Ch. 1 Introduction
- Ch. 2 The Nature of Academic Writing
- Ch. 3 Needs Analysis and Teaching Academic Writing
- Ch. 4 Approaches to Academic Writing
- Ch. 5 Vocabulary and Academic Writing
- Ch. 6 An Intercultural Perspective on Teaching Academic Writing
- Ch. 7 Feedback and Academic Writing
- Ch. 8 Assessing Academic Writing

Academic Writing for Graduate Students (Swales and Feak, 2012)

TOC

- Unit 1 An Approach to Academic Writing
- Unit 2 General-Specific and Specific-General Texts
- Unit 3 Problem, Process, and Solution
- Unit 4 Data Commentary
- Unit 5 Writing Summaries
- Unit 6 Writing Critiques
- Unit 7 Constructing a Research Paper I
- Unit 8 Constructing a Research Paper II