

The Evolving Office Essay

<i>Levels:</i>					
<i>Criteria:</i>	Emerging	Good	Excellent	Advanced	Score
Written Skills 5 points (2,3,4,5)	Has difficulty with paragraph structure and simple sentences; limited vocabulary; difficulty with grammatical skills. Words are limited and cliché. The same words are repeated often throughout writing. Language is confusing or vague. Words do not create pictures; there is too much telling and not enough showing.	Able to write simple sentences; understands basic grammatical concepts, vocabulary is developing; has difficulty with paragraph structure. Some words are fresh and original. However, work contains clichés and over-repetitions.	Able to write complex sentences, understands intermediate grammatical concepts, enhanced vocabulary, ability to compose paragraphs, difficulty with standard essay form. Words are, for the most part, original and free of clichés. Some language is either vague or excessively flowery.	Advanced vocabulary and grammatical skills enhance the composition of clear, focused, creative compositions. Words are exceptionally fresh and original. There are no clichés. Verbs are vivid and specific. There is no over-repetition of words. Words consistently create pictures. There is little telling, and mostly showing.	
Sentence Fluency (Flow) 5 points (2,3,4,5)	Repetitive sentence patterns. There are no connecting words between sentences. Many sentences run into each other.	Sentence patterns are generally repetitive, with occasional variance. There are usually connecting words between sentences, where appropriate. Some sentences should be merged; others should be made into two or more sentences.	Sentence patterns are generally varied, but sometimes variations seem forced and inappropriate. There are connecting words between sentences, where appropriate. Each sentence contains a complete thought; there are no run-on sentences.	Varied and interesting sentence patterns. There are connecting words between sentences, where appropriate. Sentences are complete thoughts, with no run-ons.	
Sensory Description 15 points (3,8,12,15)	Very little sensory description is present. Work does not paint pictures for the reader.	Work relies predominantly on only one or two senses. Descriptions are not specific enough to paint vivid pictures	Work makes use of more than two senses to paint some pictures for the readers.	Work makes use of more than three senses to paint complete and vivid pictures for the reader.	
Mechanics 5 points (2,3,4,5)	Frequent errors in spelling, grammar, and punctuation.	Errors in grammar and punctuation, but spelling has been proofread.	Occasional grammatical errors. Spelling has been proofread.	Nearly error-free. Reflects thorough proofreading for grammar and spelling.	
Focus 40 points	Essay addresses topic but loses focus by including irrelevant ideas (1, 5, 7 pts).	Essay is focused on topic and includes few loosely related ideas (8, 13,19 pts.)	Essay is focused on the topic and includes relevant ideas (20, 25, 29 pts.)	The essay is focused, purposeful, and reflects clear insight and ideas (30, 35, 40 pts.)	

Total Points (70 possible)

Points	Letter Grade	Numeric Grade		Points	Letter Grade	Numeric Grade
64 – 70	A	95		24 – 29	C	75
57 – 63	A-	91		18 – 23	C-	71
50 – 56	B+	88		12 – 17	D+	68
43 – 49	B	85		8 – 11	D	65
36 – 42	B-	81		6 – 7	D-	61
30 – 35	C+	78		Not submitted	F	0