

WRITING FEEDBACK

Name				Seminar/Group			
Organization							
INTRODUCTION							
		INEFFECTIVE		EFFECTIVE		EXCEPTIONALLY EFFECTIVE	
1. Purpose statement		Missing, vague, implied but not clearly focused, fails to limit subject		Identifies general purpose, focuses reader's attention on the subject; unnecessarily mechanical		States purpose specifically and completely; limits subject; sets tone or theme if appropriate	
I E EE							
2. Overview		Missing, confusing; difficult to determine main points and paragraph sequence, unrelated to main points		Previews pattern of organization; adequately presents main points and paragraph sequence; unnecessarily mechanical		Clearly presents specific main points and paragraph sequence. Tied logically to purpose of letter/paper.	
I E EE							
BODY							
3. Main points (External organization)		Unclear, not of equal importance; pattern of organization inappropriate; ideas not in logical sequence; unrelated to purpose statement or overview; unrelated to letter/paper's purpose		Main points related to purpose statement and overview; acceptable logic and pattern of organization		Equally important main points; appropriate pattern of organization; logical relationship between ideas	
I E EE							
4. Topic sentence		Missing; too general; too limited; vague—not clearly focused		Adequately introduces paragraph subject; broad enough to include most supporting ideas		Clearly introduces subject; broad enough to include all supporting ideas; presents the specific main idea or theme of the paragraph or letter/paper	
I E EE							
5. Supporting ideas		Many ideas unrelated to the central theme or main idea of the paragraph; supporting ideas not in logical order		Most ideas relate to central theme or main idea of the paragraph; most ideas in logical order and related to preceding and following ideas		Ideas develop the central theme or main idea of paragraph; ideas organized in a logical order; ideas clearly related to preceding and following ideas	
I E EE							
6. Internal transitions		Many transitions needed; relationships between sentences unclear, imprecise, or illogical		Aids flow of argument; usually aids reader; some additional transitions needed		Smoothly points to relationship between ideas; leads reader through argument	
I E EE							
7. External transitions		Missing; unclear; illogical		Leads reader to next point; somewhat vague; unnecessarily mechanical		Smoothly leads reader; clearly shows precise relationship between main points	
I E EE							
CONCLUSION							
8. Summary		Missing; vague; incomplete; new material presented; too long		Reviews main points; unnecessarily mechanical		Smoothly reviews essential ideas; emphasizes theme and main conclusions if appropriate	
I E EE							
9. Closure		Missing; vague; abrupt		Sense of completeness; unnecessarily mechanical		Definite and planned; focuses on argument presented in purpose statement	
I E EE							
COMMENTS							

SUPPORT				
Statistics	Testimony	Examples	Description	
Comparisons	Quotations	Definitions	Other	
	INEFFECTIVE	EFFECTIVE	EXCEPTIONALLY EFFECTIVE	
1. Support data I E EE	Unsupported assertions; too general; sketchy; irrelevant; limited types; repetitious; failed to limit support; detracted from argument; erroneous or misleading data	Some variety; some specific, some too general; most support data relevant to main points; clarified main points	All support data relevant and accurate; various types; appropriate levels of abstraction	
2. Uses of Sources (Documentation) I E EE	No sources; sources too limited for argument; qualification of source missing; source lacks credibility; did not qualify self as expert	Some sources properly integrated; some sources missing; most sources qualified; most sources credible	Multiple sources; sources integrated, qualified, and credible; qualified self as expert	
3. Development (Effectiveness of support) I E EE	Main ideas not developed; points not proved; supporting ideas missing; incomplete, imbalanced, or illogical; interpretation; emotional appeal; gaps in logic	Main ideas adequately developed; important aspects treated; significant points proved; believable	Main ideas well developed; clear and logical reasoning; objectively presented; complete and convincing	
COMMENTS				
EXPRESSION				
	INEFFECTIVE	EFFECTIVE	EXCEPTIONALLY EFFECTIVE	
1. Clarity I E EE	Unclear; vague or poor wording; unexplained technical terms; jargon; dangling or misplaced modifiers; indefinite references	Correct use of standard English; usually clear	Precise word choice; free of confusing expression and jargon; easy to understand	
2. Conciseness I E EE	Wordy, deadhead; pretentious words; sentences too long	Specific; usually brief and to the point; appropriate sentence length	Few unnecessary words or phrases	
3. Directness I E EE	Excessive passive voice; indirect wording; smothered verbs	S-V-O pattern (active voice) for most sentences; some passive voice used when not required; some indirect wording and smothered verbs	Use of active voice provides sense of energy, vitality, and motion; passive voice used properly	
4. Grammatical reminder I E EE	Many grammatical errors; detracted from letter/paper	Grammatical errors did not significantly detract from letter/paper	Minor or no grammatical errors	
Circle Problem Areas	Abbreviations Awkward wording Capitalization	Format Misspelling Neatness	Numbers Proofreading Punctuation	Sentence structure Subject-verb agreement Verb tense changes
COMMENTS				
Does this letter comply with the assignment directive? Yes <input type="radio"/> No <input type="radio"/>		STRENGTHS / RECOMMENDATIONS		
Redo <input type="radio"/> Effective <input type="radio"/> Top performer <input type="radio"/>				