

Name: _____

Book Report Helper

Title: _____

Author: _____

Circle one: Fiction Nonfiction

Setting: (Where does the story take place?)

Character

Names: _____

Describe the main character. What kind of person is he or she?

The story begins with

The events in the story are: (include details)

1. _____

2.

3.

4.

The story ends with

I learned that

I really liked

I didn't like when

I wonder

I would/would not recommend this book because

Name: _____

Date: _____

Tool E4-36a

Informative/Explanatory Essay and Report Scoring Guide

Topic/Prompt = _____

	No Credit (0)	Below Basic (1)	Basic (2)	Proficient (3)	Advanced (4)	Score
Organization	<ul style="list-style-type: none"> ___ Introduction is missing ___ Transitions are missing or don't make sense ___ There is no conclusion, or it is not about the topic ___ Images or formatting are missing or off-topic** 	<ul style="list-style-type: none"> ___ Introduction of topic is unclear or incomplete ___ Some transitions are used, but they don't connect ideas ___ Conclusion is not about the topic or is not a paragraph ___ Images or formatting are not related or confusing** 	<ul style="list-style-type: none"> ___ Introduction of topic is clear and fits part of task or purpose ___ Transitions connect most body paragraphs and ideas; some missing or repeated ___ Conclusion paragraph restates the topic ___ Images or formatting relate to topic** 	<ul style="list-style-type: none"> ___ Introduction of topic has a plan and clearly fits the task and purpose ___ Transitions connect body paragraphs and ideas in an order that mostly follow a plan ___ Conclusion paragraph connects back to the topic ___ Images or formatting inform readers** 	<ul style="list-style-type: none"> ___ Introduction has a plan and presents topic in an interesting way that clearly fits the task and purpose; may include a lead ___ Different transitions are used to connect body paragraphs and ideas in an order that follows a plan ___ Strong conclusion paragraph connects back to the topic in an interesting way ___ Images or formatting interest and inform readers** 	
Ideas/Content	<ul style="list-style-type: none"> ___ Ideas are missing, unclear, or off-topic ___ Details and facts (the E's) are missing, not correct, or repeated ___ Reader will not learn anything about the topic 	<ul style="list-style-type: none"> ___ The ideas don't fit the topic ___ Body paragraphs may have few details and facts (the E's), or they are incorrect or don't fit the topic ___ Reader may be confused or will not have correct information about the topic 	<ul style="list-style-type: none"> ___ Some ideas fit the topic ___ Body paragraphs have some details and facts (the E's) about the topic ___ Reader has some information but needs more to understand the topic 	<ul style="list-style-type: none"> ___ The ideas fit the topic and answer the prompt ___ Each body paragraph includes important details and facts (the E's) ___ Reader will understand the topic 	<ul style="list-style-type: none"> ___ The ideas fit the topic and task and answer the prompt completely ___ Each body paragraph has many interesting and important details and facts (the E's) ___ Reader will understand the topic in detail 	
Language/Style	<ul style="list-style-type: none"> ___ Sentences are not complete; do not make sense ___ Many words are repeated or not used correctly ___ No clear style 	<ul style="list-style-type: none"> ___ Many sentences are not complete, making it difficult for reader to follow ___ Some words are repeated or not used correctly ___ Style does not fit the task 	<ul style="list-style-type: none"> ___ Sentences are mostly complete, but with little variety ___ Words are used correctly and fit the topic ___ Style fits task 	<ul style="list-style-type: none"> ___ Sentences are complete and have some variety ___ Includes some action verbs, precise words, or content vocabulary ___ Style is formal and fits the task 	<ul style="list-style-type: none"> ___ Sentences are a variety of simple, compound, and complex ___ Many action verbs, precise words, content vocabulary, and descriptions are used ___ Style is formal and fits the task well 	
Neat + CUPS*	<ul style="list-style-type: none"> ___ Because of mistakes in CUPS, the reader can't understand the writing ___ Doesn't look like paragraphs ___ Not neat, can't be read 	<ul style="list-style-type: none"> ___ Many mistakes in CUPS make it hard for reader to understand writing ___ Attempts to write in paragraph format ___ Not neat, hard to read 	<ul style="list-style-type: none"> ___ Several mistakes in CUPS, but the reader can understand writing ___ Clear effort to write in paragraph format ___ Mostly neat, can be read 	<ul style="list-style-type: none"> ___ A few mistakes in CUPS that don't stop the reader from understanding writing ___ Writes neat, indented paragraphs ___ Neat and easy to read 	<ul style="list-style-type: none"> ___ Very few or no mistakes in CUPS ___ Clearly writes in essay/report format ___ Very neat and easy to read 	
<p>*Neat = Neatness Conventions, or CUPS: C = Capitalization U = Usage P = Punctuation S = Spelling</p>						Total Score (16 possible)

**Not all topics, prompts, or tasks require images or formatting.