ELA 20 – Writing Rubric Outcomes (Indicators)	4 – Mastery	3 – Proficient	2 – Approaching	1 – Beginning
Context CC 20.1 Create a range of written texts to explore identity, social responsibility and social action.	Create insightful, original, and thought-provoking written texts to explore identity, social responsibility and social action. These texts include:  • an insightful thesis and logical points to support messages and arguments  • thoughtful, appropriate, and convincing details to support thesis  • a compelling style, voice, and format appropriate to audience and purpose  • unity, coherence, and emphasis in a logical progression and with insightful support for ideas/thesis  • strategic, effective, and clear organization patterns  • convincing and insightful conclusions	Create clear, original, and well-developed written texts to explore identity, social responsibility and social action. These texts include:  • a clear thesis and logical points to support messages and arguments  • accurate, appropriate, and convincing details to support thesis  • a style, voice, and format appropriate to audience and purpose  • unity, coherence, and emphasis in a logical progression and with logical support for ideas/thesis  • effective and clear organization patterns  • valid and justifiable conclusions	Create adequate, predictable, written texts to explore identity, social responsibility and social action. These texts include:  • a general thesis and points to support messages and arguments  • adequate details to support thesis  • a style, voice, and format connected to audience and purpose  • basic coherence, progression and support for ideas/thesis  • inconsistent organization patterns  • general conclusions	Create limited and/or unfocussed written texts to explore identity, social responsibility and social action. These texts include:  • a vague thesis and limited points to support messages and arguments  • limited details generally related to thesis  • a style, voice, and format inconsistent or appropriate to audience and purpose  • limited coherence, and unclear ideas  • limited organization  • vague conclusions
Message Content and Ideas CC 20.4 Create a variety of written informational (including an essay of explanation of a process, an application letter and résumé, and an argumentative or a persuasive essay) and literary (including a reflective or personal essay and an analysis of a literary text) communications.  (d) Write an essay of explanation (e.g., a process, instructions).	Write an essay of explanation (e.g., a process, instructions) that:  • is informative and insightful with a clear focus and specific details  • demonstrates thoughtful understanding of the process of written work and presents the work in precise manageable steps (time order, numbered steps, and so on) and the correct order  • begins with a thoughtful introduction that intrigues the reader  • includes pertinent, thorough, detailed, clear information needed for the reader to understand; examples and explanations directly and creatively support focus  • concludes logically and comprehensively  • uses terms associated with the process precisely.	<ul> <li>Write an essay of explanation (e.g., a process, instructions) that: <ul> <li>is informative with a clear focus and specific details</li> <li>demonstrates thorough understanding of the process of written work and presents the work in manageable steps (time order, numbered steps, and so on) and the correct order</li> <li>begins with an introduction that interests the reader</li> <li>includes thorough, detailed, clear information needed for the reader to understand; examples and explanations directly support focus</li> <li>concludes logically</li> <li>uses terms associated with the process accurately.</li> </ul> </li> </ul>	Write an essay of explanation (e.g., a process, instructions) that:  • is informative with a focus and basic details  • demonstrates basic understanding of the process of written work and presents the work in manageable steps (time order, numbered steps, and so on) and the correct order  • begins with a basic introduction  • includes relevant information needed for the reader to understand; examples and explanations basically support focus  • concludes simplistically  • uses terms associated with the process which are partially correct.	Write an essay of explanation (e.g., a process, instructions) that:  • is informative with a focus and/or simplistic details  • demonstrates limited understanding of the process of written work and presents the work in undeveloped steps (time order, numbered steps, and so on) and/or the incorrect order  • begins with a vague introduction  • includes limited information needed for the reader to understand; examples and explanations vaguely support focus  • concludes incompletely  • uses terms associated with the process incorrectly.
(e) Write a letter of application and accompanying résumé.	Letter:  • Purposefully tailor letter to position or job and advertisement	Letter:  • tailors letter to position or job and advertisement	Letter:  • attempts to tailors letter to position or job and advertisement	Letter:  • Letter is irrelevant to position or job and advertisement





- Compellingly analyzes what he/she has to offer
- selects a standard letter format of one page
- uses the name and title of the person doing the hiring in the inside address and salutation
- efficiently explains the purpose for writing and the position applied for in the first paragraph and lists two or three qualifications for this position
- insightfully elaborates on the qualifications listed in the opening paragraphs and adds precise evidence to support the claims of being qualified in the second paragraph
- describes pertinent additional qualifications and experiences to distinguish him/her from other possible candidates in the third paragraph
- closes by mentioning the enclosed résumé and expresses interest in an interview and availability
- signs letter
- does not repeat content of résumé
- has a confident, formal, but respectful tone.

### Résumé:

- Engages recipient to read because of a skillfully formatted and visually appealing appearance
- Purposely uses a format for the position or job
- includes specific and necessary
  information (e.g., dates, names,
  organizations, schools, special
  achievements, or merits) and categories
  (e.g., name, address, and telephone
  number; a summary of work experience,
  with the most recent first; a summary of
  education in reverse chronological order;
  other skills, training, awards, and
  interests; and at least three references)
- Has in-depth knowledge of the organization and company, and targets the résumé to the specific position
- Compellingly presents most relevant accomplishments, qualifications, and strengths that ensure he/she stands out from other candidates.
- Write an essay of argument/persuasion (or an editorial) that:
  - Passionately upholds a position about the

- analyzes what he/she has to offer
- selects a standard letter format of one page
- uses the name and title of the person doing the hiring in the inside address and salutation
- explains the purpose for writing and the position applied for in the first paragraph and lists two or three qualifications for this position
- elaborates on the qualifications listed in the opening paragraphs and adds evidence to support the claims of being qualified in the second paragraph
- describes additional qualifications or experiences to distinguish him/her from other possible candidates in the third paragraph
- closes by mentioning the enclosed résumé and expresses interest in an interview and availability
- signs letter
- does not repeat content of résumé
- reflects a confident, formal, but respectful tone.

### Résumé:

- invites the recipient to read because of a clean, visually appealing appearance
- uses a format appropriate for the position or job
- includes specific and necessary information (e.g., dates, names, organizations, schools, special achievements, or merits) and categories (e.g., name, address, and telephone number; a summary of work experience, with the most recent first; a summary of education in reverse chronological order; other skills, training, awards, and interests; and at least three references)
- demonstrates knowledge of the organization and company, and targets the résumé to the specific position
- presents most relevant accomplishments, qualifications, and strengths that help ensure he/she stands out from other candidates.
- Write an essay of argument/persuasion (or an editorial) that:
  - states clearly a position about the current

- vaguely analyzes what he/she has to offer
- attempts to use a standard letter format of one page
   Missing one or two of the following: the
- Missing one or two of the following: the name and title of the person doing the hiring in the inside address and salutation
- Simplistically explains the purpose for writing and the position applied for in the first paragraph and lists one or two qualifications for this position
- Partially explains the qualifications listed in the opening paragraphs and adds rudimentary evidence to support the claims of being qualified in the second paragraph
- lists additional qualifications or experiences to distinguish him/her from other possible candidates in the third paragraph
- closes by mentioning the enclosed résumé
- signs letter

Résumé:

- Some points repeated in content of résumé
- Attempts to reflect a confident, formal, but respectful tone.

- Has a basic clean, visually organized appearance
- Uses an acceptable format (may not pertain to a certain position or job)
- Includes some specific and necessary information (e.g., dates, names, organizations, schools, special achievements, or merits) and categories (e.g., name, address, and telephone number; a summary of work experience, with the most recent first; a summary of education in reverse chronological order; other skills, training, awards, and interests; and at least three references)
- Has basic knowledge of the organization and company, and attempts to targets the résumé to the specific position
- presents some accomplishments, and qualifications
  - sion (or an

Write an essay of argument/persuasion (or an editorial) that:

states a position

- Lists what he/she has to offer
- No formal letter format
- Missing three or all of the following: uses the name and title of the person doing the hiring in the inside address and salutation
- Weakly states the purpose for writing and the position applied for in the first paragraph and lists one or two unrelated qualifications for this position
- lists qualifications in the opening paragraphs with no supporting evidence for the claims of being qualified in the second paragraph
- No additional qualifications or experiences provided to distinguish him/her from other possible candidates in the third paragraph
- NO closing
- signs letter
- repeated content of résumé
- informal tone.

### Résumé:

- disorganized appearance
- No format used
- Missing necessary information (e.g., dates, names, organizations, schools, special achievements, or merits) and not categorized (e.g., name, address, and telephone number; a summary of work experience, with the most recent first; a summary of education in reverse chronological order; other skills, training, awards, and interests; and at least three references)
- Resume does not reflect organization or specific position
- Lists some unrelated accomplishments, qualifications

Write an essay of argument/persuasion (or an editorial) that:

Ineffectively attempts to state a position





(f) Write an essay of argument/persuasion (or an editorial).

	<ul> <li>current issue or problem</li> <li>Support and enhances the position with compelling reasons, is effectively persuasive, and offers an original solution</li> <li>Purposefully provides support and perceptively squelch any objection</li> <li>closes by insightfully restating the position, compelling the reader to get involved and take action</li> <li>all facts used are relevant, accurate and correct</li> <li>uses a persuasive voice that skillfully balances facts and feelings</li> <li>Purposely uses inclusive and respectful language and qualifiers to strengthen position.</li> </ul>	<ul> <li>issue or problem</li> <li>supports the position with reasons, is persuasive, and offers realistic solution</li> <li>provides support and answers/addresses any objection</li> <li>closes by restating the position, calling for action, or asking reader to get involved</li> <li>ensures that facts are correct</li> <li>uses a persuasive voice that balances facts and feelings</li> <li>chooses inclusive and respectful language and qualifiers to strengthen position.</li> </ul>	<ul> <li>supports the position with obvious reasons, is somewhat persuasive, and offers solution</li> <li>Provides some support and attempts to address any objection</li> <li>closes by either restating the position or calling for action</li> <li>ensures that most facts are correct</li> <li>attempts to use a persuasive voice; unable to balance facts and feelings</li> <li>uses appropriate language</li> </ul>	<ul> <li>Attempts to support the position with irrelevant reasons and/or may offer a solution</li> <li>Provides unrelated support and ineffectively addresses any objection</li> <li>Ineffectively closes</li> <li>Facts are inaccurate</li> <li>Undeveloped voice that confuses facts and feelings</li> <li>Uses inappropriate and inaccurate language.</li> </ul>
(g) Write an essay of reflection (personal essay)/personal commentary.	<ul> <li>Write an essay of reflection (personal essay)/personal commentary that:         <ul> <li>Insightfully expresses a unique view of a precise aspect of life that is important to the student</li> <li>Intriguingly introduces the topic and provides an astute personal view</li> <li>Provides rich and detailed support of the writer's viewpoint</li> <li>Comprehensive summary up the writer's viewpoint in an intuitive way (e.g., the lesson that it teaches about life).</li> </ul> </li> </ul>	Write an essay of reflection (personal essay)/personal commentary that:  • expresses a unique view of some aspect of life that is important to the student  • introduces the topic and gives a personal view  • supports the writer's viewpoint  • sums up the writer's viewpoint in a thoughtful way (e.g., the lesson that it teaches about life).	Write an essay of reflection (personal essay)/personal commentary that:  • expresses a general view of some aspect of life that is important to the student  • Basic introduction of topic with unsubstantiated personal view  • Inconsistently supports the writer's viewpoint  • sums up the writer's viewpoint in a predictable way	Write an essay of reflection (personal essay)/personal commentary that:  • States a vague view of some aspect of life.  • inadequately introduces the topic  • Ineffectively supports the writer's viewpoint  • Unfocused and inconclusive summary pf the writers viewpoint
(h) Write an analysis of a literary text (e.g., analyze a theme, characters, and plot development).	<ul> <li>Write an analysis of a literary text that:</li> <li>identifies the text, author, and precise focus of the analysis in a strategic manner</li> <li>Insightfully introduces (in the beginning of the text) and focuses on the elements (e.g., plot, character, theme) being analyzed in a logical order</li> <li>uses developing paragraphs to comprehensively and insightfully explain the elements using pertinent examples from the text</li> <li>Purposely includes insightful details to enhance the point being made for the readers</li> <li>concludes by skillfully revisiting the focus of the analysis and effectively summarizing it</li> <li>shows an extensive and intuitive analysis of the elements</li> <li>all the parts strategically work together to create an insightful essay.</li> </ul>	<ul> <li>Write an analysis of a literary text that:</li> <li>identifies the text, author, and focus of the analysis</li> <li>introduces (in the beginning of the text) and focuses on the elements (e.g., plot, character, theme) being analyzed</li> <li>uses developing paragraphs to explain the elements using examples from the text</li> <li>includes enough details to help readers understand the point being made</li> <li>concludes by revisiting the focus of the analysis and summarizing it</li> <li>shows a complete and careful analysis of the elements</li> <li>Ensures that all the parts work together to create an insightful essay.</li> </ul>	<ul> <li>Write an analysis of a literary text that:</li> <li>identifies the text, author, and simplistic focus of the analysis</li> <li>Partially introduces (in the beginning of the text) and attempts to focuses on the elements (e.g., plot, character, theme) being analyzed</li> <li>uses developing paragraphs to generally explain the elements using some examples from the text</li> <li>includes basic details to attempt to help readers understand the point being made</li> <li>concludes with a basic summary the analysis</li> <li>shows an adequate analysis of the elements</li> <li>Attempts to put all the parts together to create a basic essay.</li> </ul>	<ul> <li>Write an analysis of a literary text that:</li> <li>identifies the text, author, and disorganized focus of the analysis</li> <li>Undeveloped introductions (in the beginning of the text) and vaguely focuses on the elements (e.g., plot, character, theme) being analyzed</li> <li>Attempts to use developing paragraphs to ineffectively explain the elements.</li> <li>Lacks sufficient details to help readers understand the point being made</li> <li>Ineffectively concludes by attempting to revisit the focus of the analysis and/or vaguely summarizing it</li> <li>shows a limited analysis of the elements</li> <li>Disorganized parts create an unfocused essay.</li> </ul>





### **Use of Strategies** Skillfully and insightfully select, use, and evaluate Select, use, and evaluate critically a variety of **Simplistically** select, use, and evaluate critically a **Ineffectively** select, use, and evaluate critically a CC20.4 (b) critically a variety of before, during, and after before, during, and after strategies to construct variety of before, during, and after strategies to variety of before, during, and after strategies to Select, use, and evaluate critically a variety of before (page 23), strategies to construct and communicate meaning and communicate meaning when writing. construct and communicate meaning when construct and communicate meaning when during (page 24), and after (page 25) strategies to construct and when writing. writing. writing. communicate meaning when writing. Such as: Such as: Such as: Such as: **Before** Before Before Before consider prompts or find a topic and activate prior knowledge activate prior knowledge activate prior knowledge activate prior knowledge consider audience and purpose consider audience and purpose consider audience and purpose consider audience and purpose consider and generate specific ideas and information information information consider and choose/adapt possible form collect and focus ideas and information plan and organize ideas for drafting consider qualities of effective consider qualities of effective consider qualities of effective consider qualities of effective communication and the language to use **During** During During During create draft(s) and experiment with possible product(s) possible product(s) possible product(s) possible product(s) confer with others confer with others confer with others confer with others reflect, clarify, self-monitor, self-correct, reflect, clarify, self-monitor, self-correct, reflect, clarify, self-monitor, self-correct, reflect, clarify, self-monitor, self-correct, and use a variety of fix-up strategies experiment with communication features experiment with communication features experiment with communication features experiment with communication features and techniques and techniques and techniques and techniques After After After After revise for content and meaning revise for organization revise for organization revise for organization revise for organization revise for sentence structure and flow revise for word choice, spelling, and usage revise for word choice, spelling, and revise for word choice, spelling, and usage revise for word choice, spelling, and proofread and review for mechanics and proofread and review for mechanics and usage usage proofread and review for mechanics and appearance appearance proofread and review for mechanics and confer with peers, teacher, or other confer with peers, teacher, or other appearance appearance confer with peers, teacher, or other polish, practice, and decide how the work polish, practice, and decide how the work confer with peers, teacher, or other polish, practice, and decide how the work polish, practice, and decide how the work will be shared will be shared will be shared share final product, reflect, and consider share final product, reflect, and consider will be shared share final product, reflect, and consider feedback feedback share final product, reflect, and consider feedback feedback Skillfully and insightfully understand and apply the **Cues and Conventions** Understand and apply the language cues and Simplistically understand and apply the language **Ineffectively** understand and apply the language CC20.4 (c) language cues and conventions to construct and conventions to construct and communicate cues and conventions to construct and cues and conventions to construct and Understand and apply the language cues and conventions (page communicate meaning when writing. communicate meaning when writing. communicate meaning when writing. meaning when writing. 17) to construct and communicate meaning when writing. Such As: **Pragmatics** select and use language and language registers to build and maintain collaborative relationships select and use the conventional and formal registers when required avoid colloquialisms, slang, euphemisms, clichés, and abusages unless used to enhance text **Textual** create texts with clear and coherent organization including effective beginning, supporting middles, and smooth and logical endings





# **Syntactical**

- create and use clear and varied sentences that link ideas logically
- use active voice and appropriate punctuation
- recognize and avoid using sentence fragments, run-ons, misplaced qualifiers, excessive co-ordination, and faulty subordination in formal communication

# Semantic/Lexical/Morphological

• select and use words that are clear, fresh, economical, and alive

# Graphophonic

• know and apply Canadian spelling patterns and conventions for familiar and new vocabulary

## **Other Cues and Conventions**

• make oral, written, and other texts clear and visually appealing by choosing the appropriate font, borders, line spaces, colour, space, white space, and visuals that enhance the message.



