

Current Writing Skills Evaluation Form

Student's Name _____ Date _____

Evaluator's Name _____ Total Score _____

Prewriting

- _____ listens and hears instructions
- _____ takes accurate notes
- _____ effectively practices brainstorming and freewriting
- _____ accurately copies direct quotations
- _____ writes accurate summaries
- _____ writes accurate paraphrases
- _____ can sustain concentration and write coherently for extended periods of time on a particular topic
- _____ can easily find a subject of interest and sufficiently narrow the topic down to an appropriate size
- _____ can create an original working title and subtitle
- _____ can draft an original working thesis
- _____ can write a successful complete draft on deadline

Drafting and Revision

- _____ can successfully revise and refine an original thesis with a clear sense of purpose and audience
- _____ can refine and define various topics within subject of interest
- _____ can sustain research over an extended period of time
- _____ can recognize and employ all sentence types

- _____ knows how to get and receive qualified help revising
- _____ reads work aloud
- _____ recognizes and successfully employs the various modes of organization: comparison/contrast, description, narrative. . .
- _____ integrates personal ideas
- _____ can identify and successfully employ twelve introductory strategies
- _____ can identify and successfully employ twelve concluding strategies
- _____ carefully frames direct quotations using all three methods
- _____ repeatedly submits drafts for review and benefits from criticism

Can successfully format:

- _____ a resume
- _____ a business letter
- _____ a paper in the humanities
- _____ a paper in the sciences
- _____ a paper in the social sciences

Editing Skills

- _____ can easily recognize ten most common logical fallacies in conversation and in the writing of others
- _____ proof reads accurately
- _____ understands and accurately employs all marks of punctuation

- _____ easily recognizes and successfully revises poor sentences and paragraphs
- _____ recognizes and eliminates wordiness (including passive voice)
- _____ recognizes and corrects problems with grammar, spelling, and syntax
- _____ can recognize and eliminate clichés and dead language
- _____ owns and skillfully uses a writing handbook

Research Skills

- _____ easily distinguishes between common and uncommon knowledge for the purposes of documentation
- _____ prepares annotated bibliographies
- _____ demonstrates theoretical knowledge of library
- _____ demonstrates working knowledge of library and print sources
- _____ distinguishes easily between academic and popular sources
- _____ effectively locates, evaluates, analyzes, and synthesizes both electronic and print sources
- _____ conducts successful telephone, email, and personal interviews
- _____ employs both primary and secondary sources and distinguishes easily between them

S = Superb

E = Excellent

G = Good

A = Adequate

I = Insufficient or Incomplete