

# Carleton College Writing Portfolio Scoring Sheet

Student name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Reader #: \_\_\_\_\_

Date scored: \_\_\_\_\_

From the **Carleton Catalog**: “To guide students as they begin to work on writing at the college level, the College has developed some general criteria for good writing at Carleton. Although individual assignments, genres, or disciplines may place more or less emphasis on each criterion, faculty agree that student writing should feature the following:

1. The rhetorical strategy should be appropriate for the audience and purpose.
2. If argument is a part of the rhetorical strategy, it should contain a thesis and develop that thesis with coherence, logic, and evidence.
3. Whatever the purpose, writing should be as clear, concise, and interesting as possible.
4. Narration, description, and reporting should contribute to analysis and synthesis. The parts of a paper should lead to a greater, connected whole.
5. Writing should be edited to address surface error, including irregularities in grammar, syntax, diction, and punctuation.”

The following rubric is used to assess these qualities in the writing portfolio.

Category	Demonstrates partially overall	Demonstrates adequately overall	Demonstrates fully overall
<i>Audience/purpose</i>	Writing shows little to no awareness of audience and definition of purpose	Audience and purpose are adequately addressed	Rhetorical strategy is fully calibrated for the audience and purpose
<i>Thesis (if appropriate)</i>	Thesis is poorly stated and/or insufficiently supported	Thesis is clear and at least partially supported	Thesis is developed with logic, evidence, and coherence
<i>Clarity</i>	Writing tends to be confusing or unclear	Writing is clear enough for the reader to follow	Writing is clear, concise, and compelling
<i>Organization</i>	Writing lacks a clear structure	Writing shows a clear structure	Writing has a structure that blends form and content to facilitate reader engagement
<i>Surface error, e.g., irregularities in grammar, syntax, spelling, diction, and punctuation</i>	Writing shows a number of irregularities that cause reader distraction	Writing is generally readable, with occasional irregularities	Writing is free of irregularities

**Score – circle one:**

Needs Work

Pass

Exemplary

Comments \_\_\_\_\_

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