SCORING GUIDE: Informational Text Summary

No — Yes
Not Evident — Very Evident
0 1 2 3 4
Fix up

SCORE

Content & Organization

writer's	reader's	
0 1 2 3 4	0 1 2 3 4	1. Did the opening statement include the author's full name, the genre (e.g., article, essay), title, and the main topic of the reading?
0 1 2 3 4	0 1 2 3 4	2. Are the major points of the entire reading included?
0 1 2 3 4	0 1 2 3 4	3. Are minor details left out?
0 1 2 3 4	0 1 2 3 4	4. Is the author mainly paraphrased rather than directly quoted?
0 1 2 3 4	0 1 2 3 4	5. Did the summary writer leave out personal opinions?
0 1 2 3 4	0 1 2 3 4	6. Are citation expressions and verbs included throughout the summary (e.g., according to, the author emphasizes)?
0 1 2 3 4	0 1 2 3 4	7. Is enough information included to help a classmate who had not read the selection to get a passing grade on a quiz?
0 1 2 3 4	0 1 2 3 4	8. Are the ideas presented in a logical, easy-to-follow order?
0 1 2 3 4	0 1 2 3 4	9. Are transitions/joiner words (e.g., in addition, furthermore) used to introduce and connect ideas?
0 1 2 3 4	0 1 2 3 4	10. Is relevant vocabulary from the unit study list included?

Proofreading

0 1 2 3 4	0 1 2 3 4	1. Are conjunctions used to connect short, choppy sentences?
0 1 2 3 4	0 1 2 3 4	2. Are verbs written in the correct tense?
0 1 2 3 4	0 1 2 3 4	3. Do subjects and verbs agree?
0 1 2 3 4	0 1 2 3 4	4. Is the summary free of run-together sentences?

Writer: _____

Priorities for my revision:

1.

2.

3.

Reader: _____

Priorities for your revision:

1.

2.

3.

(Kate Kinsella, San Francisco State University, 8/04)