

**CRITERIA FOR CLEAR COMMUNICATION**

CCSSW4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

| <b>Element of Clear Communication</b> | <i>What it Means to a Writer</i>  |
|---------------------------------------|---|
| Focus                                 | ⇒ Your writing is all about one idea.   |
| Support                               | ⇒ You include information that helps your reader understand your idea.  |
| Organization                          | ⇒ Make an outline before you write.<br>⇒ Each paragraph follows a structure that keeps the idea clear.<br>⇒ Check your outline against your writing after you finish to make sure you kept the structure clear. |
| Integration                           | ⇒ It all fits together to communicate your idea.  |
| Conventions                           | ⇒ Use correct grammar, punctuation, and spelling to make the meaning clear.   |