

USE STANDARDS TO HELP WRITERS

What's Important to Clear Communication?	Did the writer meet this standard?	What could the writer do to improve this writing?
<p><b>1. Focus</b>                      A. The subject is clear.                      B. The reader knows what the purpose of the writing is.                      C. The reader knows what the main ideas are.</p>	<p>What's the point—why is the writer writing?</p>	
<p><b>2. Support/Elaboration</b>                      A. Information relates directly to the topic and sub-topic                      B. Information helps the reader understand the key points the writer is making.</p>	<p>How much relevant information does the author provide?</p> <p>What do you need to know that is not here?</p>	
<p><b>3. Organization</b>                      A. The writer has organized the paper clearly.                      B. There is a logical beginning.                      C. There is a clear development of ideas within the paper.                      D. There is a clear conclusion.</p>	<p>How clear is the structure of the writing?</p>	
<p><b>4. Precision—Grammar and Conventions</b>                      The writer follows the rules of                      A. Punctuation                      B. Spelling                      C. Capitalization                      D. Sentence construction                      E. Paragraph construction.</p>	<p>Any corrections to make?</p>	
<p><b>5. Integration</b>                      The paper does its job--the writer combines all the necessary elements to accomplish the purpose.</p>	<p>Does it fit together to make that point?</p>	