

Ready or Not Writing®



THE INFORM/EXPLAIN RUBRIC

College-ready writers should be able to write informational or explanatory essays by clearly and accurately conveying complex ideas and relevant information.

 **To be rated college ready, an essay must meet college-ready competency levels in Ideas, Organization, and Mechanics.**

IDEAS

"Ideas" refers to the originality and clarity of ideas in the piece of writing. Good writers generate and convey fresh ideas and avoid dull, obvious observations.



☐ NOT COLLEGE READY

The paper...

- ☐ Presents a topic for no specific or intended purpose
- ☐ Ignores complex ideas and information, relying only on simple or obvious ideas
- ☐ Neglects to examine, evaluate, or summarize sufficient and relevant details, facts, definitions or other examples

☐ ALMOST COLLEGE READY

The paper...

- ☐ Introduces an informational topic that may be too narrow, too broad, or too obvious
- ☐ Generally examines few complex ideas and information
- ☐ Summarizes sufficient and relevant details, facts, definitions or other examples

☐ COLLEGE READY

The paper...

- ☐ Thoughtfully examines, analyzes, or explains a topic for a specific informational purpose
- ☐ Thoroughly and critically examines complex ideas and relevant information
- ☐ Evaluates in a balanced manner ample and relevant details, facts, definitions, or other examples

ORGANIZATION

"Organization" refers to the structure or framework in which the ideas are arranged. Good writers smoothly and logically arrange their ideas so that readers don't get lost or confused.



☐ NOT COLLEGE READY

The paper...

- ☐ Neglects to introduce a clear, compelling topic or concept
- ☐ Constructs a loose structure, with organizational elements that interfere with or detract from the main idea
- ☐ Neglects to use appropriate words and phrases to link major sections of the paper
- ☐ Exhibits an undeveloped, redundant, or irrelevant conclusion
- ☐ Seldom, if at all, integrates additional elements, such as formatting, graphics, and multimedia

☐ ALMOST COLLEGE READY

The paper...

- ☐ Provides an introduction that vaguely establishes the topic or concept
- ☐ Constructs an arrangement of relevant facts, extended definitions, concrete details, quotations, or other information but may lack order and cohesion
- ☐ Uses appropriate and effective words and phrases inconsistently to link major sections of the paper
- ☐ Presents an underdeveloped or abrupt concluding statement or summary that lacks closure
- ☐ Integrates insufficient or irrelevant additional elements, such as formatting, graphics, and multimedia that impedes comprehension

☐ COLLEGE READY

The paper...

- ☐ Provides a compelling introduction that explains the topic or concept
- ☐ Constructs a cohesive sequence of relevant facts, extended definitions, concrete details, quotations, or other information in an orderly manner
- ☐ Employs appropriate and effective words and phrases to link major sections of the text
- ☐ Provides a well-developed, concise concluding section that supports the information or explanation presented
- ☐ Integrates additional and relevant elements, such as formatting, graphics, and multimedia where appropriate to aid comprehension

SUPPORT

“Support” refers to the level of detail you provide to color and enlarge your ideas. Good writers incorporate and arrange ample details and examples to support the focus of the essay.

☐ NOT COLLEGE READY

The paper...

- ☐ Skims over or ignores complex ideas or information
- ☐ Randomly lists ideas, concepts and information
- ☐ Neglects to provide relevant and sufficient details, facts, definitions or other examples

☐ ALMOST COLLEGE READY

The paper...

- ☐ Generally examines few complex ideas and information
- ☐ Unevenly synthesizes key ideas, concepts and information
- ☐ Includes sufficient and relevant details, facts, definitions or other examples

☐ COLLEGE READY

The paper...

- ☐ Thoroughly develops a topic for a specific informational purpose
- ☐ Smoothly synthesizes key ideas, concepts and information
- ☐ Integrates ample and relevant details, facts, definitions, or other examples

STYLE

“Style” refers to the uniqueness and appropriateness of your writing voice throughout the essay. While good writers select words and construct sentences that reflect an appropriate voice for the writing occasion, they also use vivid, colorful language to convey personality and tone.

☐ NOT COLLEGE READY

The paper...

- ☐ Uses sentence structures that are incomplete or rambling
- ☐ Demonstrates little no variation in sentence beginnings
- ☐ Ignores technical terms, definitions, concepts, information, and examples with limited specificity
- ☐ Uses basic, choppy sentence patterns
- ☐ Uses unclear, inappropriate, and/or incorrect language
- ☐ Employs limited or conversational vocabulary that may not be appropriate to the concept or topic
- ☐ Exhibits no use of simile, metaphor, and analogy to convey or manage the complexity of the topic or concept

☐ ALMOST COLLEGE READY

The paper...

- ☐ Demonstrates simple or unvaried sentence structures and lengths
- ☐ Simple sentences dominate the sentence patterns
- ☐ Names or lists some technical terms, definitions, concepts, information, and examples with limited specificity
- ☐ Adequately integrates some sophisticated, rhythmic sentence patterns
- ☐ Uses mostly basic or conversational language
- ☐ Employs mostly informal vocabulary occasionally appropriate to the concept or topic
- ☐ Attempts—with limited success—to use techniques such as simile, metaphor, and analogy to convey or manage the complexity of the topic or concept

☐ COLLEGE READY

The paper...

- ☐ Demonstrates varied sentence structure and lengths
- ☐ Integrates a range of sentence beginnings
- ☐ Concisely and accurately conveys key technical terms, definitions, concepts, information, and examples
- ☐ Skillfully weaves sophisticated, rhythmic sentence patterns
- ☐ Uses clear, appropriate, precise language
- ☐ Employs formal vocabulary appropriate for explaining a concept or topic
- ☐ Uses techniques such as simile, metaphor, and analogy to convey or manage the complexity of the topic or concept where appropriate

MECHANICS

“Mechanics” refers to the “nuts and bolts” within the machinery of the essay. Good writers pay close attention to the proper use of punctuation, grammar, words, phrases, spelling, and sentence formation.



☐ NOT COLLEGE READY

The paper...

- ☐ Frequent spelling errors distract and confuse the reader.
- ☐ Writing shows minimal control of Standard English usage and grammar.
- ☐ Frequent errors in punctuation and capitalization distract and confuse the reader.
- ☐ Frequent sentence-level errors (comma splices, run-ons, and fragments) distract and confuse the reader.

☐ ALMOST COLLEGE READY

The paper...

- ☐ Occasional spelling errors distract the reader.
- ☐ Writing shows sporadic control of Standard English usage and grammar.
- ☐ Occasional errors in punctuation and capitalization distract the reader.
- ☐ Occasional sentence-level errors (comma splices, run-ons, and fragments) distract the reader.

☐ COLLEGE READY

The paper...

- ☐ Spelling errors are minimal or non-existent.
- ☐ Writing shows consistent control of Standard English usage and grammar.
- ☐ Errors in punctuation and capitalization are sparse or non-existent.
- ☐ Sentence-level errors (comma splices, run-ons, and fragments) are sparse or non-existent.