

Essential Standard for All Written Work
Quality Work Process Grade

- All directions are followed.
- Complete three-line/4-line heading with first and last name, date, group, and title of the assignment for writing workshop.
- Assignment is proofread aloud and checked for spelling, capitalization, and punctuation.
- Is legibly written in pen or pencil or typed on appropriate paper.
- Paper has professional appearance with no doodles, rips, wrinkles, or smudges.

A—Meets the Standard with Distinction.

B—Meets the Standard.

C—Progressing toward the Standard.

U—Unable to determine at this time and/or Unsatisfactory progress toward the Standard.

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