

**APPENDIX C  
EFFECTIVE WRITING**

This section provides an overview of the writing process. The following graphics illustrate the interrelationship of the five characteristics of writing, as identified by the Pennsylvania Holistic Scoring Guide, to the various stages of the writing process.

<b>CHARACTERISTICS OF EFFECTIVE WRITING PENNSYLVANIA DEPARTMENT OF EDUCATION</b>				
<b>FOCUS</b>	<b>CONTENT</b>	<b>ORGANIZATION</b>	<b>STYLE</b>	<b>CONVENTIONS</b>
<ul style="list-style-type: none"> <li>demonstrates an awareness of audience and task</li> <li>establishes and maintains a clear purpose</li> <li>sustains a single point of view</li> <li>exhibits clarity of ideas</li> </ul>	<ul style="list-style-type: none"> <li>information and details are specific to topics</li> <li>information and details are relevant to focus</li> <li>ideas are fully developed</li> </ul>	<ul style="list-style-type: none"> <li>logical order and sequence is maintained</li> <li>paragraphs deal with one subject</li> <li>logical transitions are made within sentences and between paragraphs</li> <li>introduction and conclusion are evident</li> </ul>	<ul style="list-style-type: none"> <li>precise language</li> <li>effective word choice</li> <li>voice, tone, originality of language</li> <li>variety of sentence structures, types and lengths</li> </ul>	<ul style="list-style-type: none"> <li>mechanics, spelling capitalization, punctuation</li> <li>usage (e.g., pronoun references, subject-verb agreement)</li> <li>sentence completeness</li> </ul>

The holistic scoring guide below, which was created by Bucks County School District, contains the same criteria, but presents it in a language adapted for primary grades, K-3.

<b>FOCUS</b>	<b>CONTENT</b>	<b>ORGANIZATION</b>	<b>STYLE</b>	<b>CONVENTIONS</b>
<ul style="list-style-type: none"> <li>clear ideas that the reader understands</li> <li>all about the topic</li> </ul>	<ul style="list-style-type: none"> <li>lots of information and details about the topic</li> <li>complete explanations</li> </ul>	<ul style="list-style-type: none"> <li>good beginning with characters and setting</li> <li>middle with details</li> <li>definite ending</li> <li>everything explained in order</li> </ul>	<ul style="list-style-type: none"> <li>colorful language</li> <li>exact words</li> <li>variety of sentences</li> </ul>	<ul style="list-style-type: none"> <li>mechanics, spelling, capitalization, punctuation</li> <li>complete sentences</li> </ul>
<b>PREWRITE</b>	<b>PREWRITE</b>			
<b>DRAFTING</b>	<b>DRAFTING</b>	<b>DRAFTING</b>	<b>REVISING</b>	
<b>REVISING</b>	<b>REVISING</b>	<b>REVISING</b>		<b>EDITING</b>
<b>PUBLISHING</b>	<b>PUBLISHING</b>	<b>PUBLISHING</b>	<b>PUBLISHING</b>	<b>PUBLISHING</b>

Taken from: PSSA. Writing Connections. 1999.