



# Writing Expectations


## Focus and Coherence

**You must include interesting and detailed information about a specific topic.**

 **Did you stay focused on the topic?**

## Organization

**You need to organize, or order, your information. The main idea should be supported by details.**

 **Is your writing organized so the reader can understand what you are writing?**

## Development of Ideas/Word Choice

**You need to use complete sentences, as well as precise word choice to enhance the quality of your writing.**

 **Did you use both challenging and everyday language in a natural way?**

## Voice

**You need to add your own voice when you are writing.**

 **Have you made your writing your own?**

## Conventions/Sentence Fluency

**Your sentences should have correct grammar, spelling, and word usage and use a variety of sentence types, lengths, and patterns.**

 **Did you edit your work to correct any mistakes?**

 **Are your sentences different lengths?**

## Presentation

**Your writing should be ready to share with others.**

 **Did you use your best handwriting?**

 **Is it typed in an easy-to-read format and font?**



# Proofreading Marks

Mark	Explanation	Examples
	Begin a new paragraph. Indent the paragraph.	¶ The space shuttle landed safely after its five-day voyage. It glided to a smooth, perfect halt.
	Add letters, words, or sentences.	<sup>best</sup> My <sup>^</sup> friend eats lunch with me <sup>e</sup> evry <sup>^</sup> day.
	Add a comma.	Carlton <sup>^</sup> , my Siamese cat <sup>^</sup> , has a mind of his own.
	Add quotation marks.	∇ Where do you want us to put the piano? ∇ asked the gasping movers.
	Add a period.	Don't forget to put a period at the end of every statement ○
	Take out words, sentences, and punctuation marks. Correct spelling.	We looked <del>at and</del> <sup>g</sup> admired the model air <del>s</del> <sup>y</sup> airplanes.
	Change a capital letter to a small letter.	We are studying about the Louisiana Purchase in <del>H</del> <sup>h</sup> istory class.
	Change a small letter to a capital letter.	The Nile <del>r</del> <sup>R</sup> iver in <del>a</del> <sup>A</sup> frica is the longest river in the world.
	Reverse letters or words.	To complete the task successfully, you must follow <del>carefully</del> <sup>carefully</sup> the steps.