

Paragraph Summary Criteria

Student Checklist

In writing my summary, did I...

_____√_____

Use my proofreading skills?

- correct spelling _____
- correct punctuation _____
- proper sentence structure _____

Follow the rules of paragraph writing?

- includes topic sentence _____
- includes concluding sentence _____
- 4 - 5 supporting details _____
- unified (all details relate to the topic) _____

Use language effectively?

- ideas clearly organized _____
- use of transition words _____
- varied sentence structure _____
- concise _____

GIVENS *Your summary will not be accepted for assessment unless it:*

- is double-spaced _____
- is written in ink or typed _____
- is neat _____
- includes your name and date _____



Paragraph Summary Criteria

Performance Scale

5 EXCELLENT

- may be small mechanical errors, if any; still flows well (almost need to look closely to find errors)
- includes an effective topic and concluding sentence and 4-5 supporting sentences that develop the topic
- interesting to the reader and easy to follow; ideas clearly organized, with varied sentence structure and use of transition words; written in a concise, clear manner

3 SATISFACTORY

- some punctuation, spelling and/or run-on sentence errors, and these slightly interfere with the flow; however, the meaning is generally obvious
- includes a topic and concluding sentence and at least three supporting sentences that develop the topic
- may be some vagueness and lack of sentence variety or transition words; clear attempt to have style, but needs more work

1 MINIMALLY ACCEPTABLE

- contains mechanical errors including run-on sentences, spelling, and punctuation; may not have been proofread, and errors interfere with reading – reader may be left confused
- topic and/or concluding sentence may be lacking; may have one or two supporting sentences but these may not develop the topic
- shows lack of organization of ideas – for example, could be choppy, no linkage, lacks focus for the reader; meaning is often unclear

