

Writing to Learn	
Mapping the Topic: Terms, Expectations & Questions Sheet (TEQ Sheets)	
TEQ Sheets focus primarily on the reading; only secondarily on your response to the reading.	
<ul style="list-style-type: none"> • Terms: new words and especially “words that are important to the reading” 	
<ul style="list-style-type: none"> • Expectations: do the differences between your expectations and what was actually written help identify how you can “join the conversation” about the topic? 	
<ul style="list-style-type: none"> • Questions: do your questions help identify issues that are being ignored, undervalued, mistakenly explained, or are in need of further evidence? 	
<ul style="list-style-type: none"> • Does the TEQ Sheet lead to a Purpose & Problem Statement? 	
Your Understanding of the TAQ Sheet’s function: percentage	
Your use of the TEQ Sheet in a skilled and productive fashion: percentage	
Discovering the Gaps: The Purpose & Problem Statement	
<ul style="list-style-type: none"> • Does the “Purpose” portion of the statement review identify the larger purpose of the course? 	
<ul style="list-style-type: none"> • Does the “Purpose” portion of the statement review identify the connection of the current assignment to the purpose of the course? 	
<ul style="list-style-type: none"> • Does the “Problem portion of the statement briefly discuss gaps in the EXISTING knowledge of the discourse. <ul style="list-style-type: none"> • [Note: these gaps are the student’s opportunity to add new material to discussions of the topic. The gaps are <i>not</i> gaps in the student’s knowledge.] 	
Understanding of the Purpose & Problem Statement’s function: percentage	
Using the Starting Point Question in a skilled and productive fashion: percentage	
Proposing a Preliminary Claim: the Prospectus	
Presents main points of the point you want to make; this is the first, full version of your claim.	
Avoids pro/con or good/bad thinking	
Has a claim that can reappear throughout the paper and develop	
Understanding the Prospectus’ function: percentage	
Using the Prospectus in a skilled and productive fashion: percentage	
Writing to Communicate	
Completing the Assignment	
Do the writing-to-learn documents and the paper reflect the requirements, focus and methods of the assignment?	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	
MLA Format	
Are page formats correct?	
Are in-text citations as required?	
Are works cited as required?	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	

Transitions (helping reader avoid having to “look back” to see connections)	
Through repetition of phrases	
Through repetition/elaboration of key concepts	
Through repetition of an idea	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	
Grammar/Mechanical: special attention to	
Run ons, fragments, and comma splices	
“Tagged on” phrases	
Comma usage	
Parallel structure	
Tense shifts and appropriate tenses for introducing quotations	
Avoids use of second person	
Uses first person only at point where claim takes on its most original form	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	
Introduction	
Does the introduction name the problematic issues that guides the paper?	
Does the introduction establish the initial phase of the writer’s claim about the problematic issue?	
If the introduction is longer than a single paragraph, do the paragraph transitions to the “pivot” emphasize that description/summary will lead to a prospectus-like claim?	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	
Body Paragraphs: 4 functions (Each function often requires several sentences, or may be combined with other functions in a sentence.)	
Function #1: introduction of idea or transition	
Function #2: presentation of evidence	
Function #3: comment on particular piece of evidence	
Function #4: claim and/or development of claim	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	
Participate in the Discourse	
Participation through quotation	
Participation through use of specialized terminology, concepts, methods, etc.	
Participation through use of class presentations and discussion	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	

Conclusion	
Does the conclusion embody the growth of the claim throughout the paper, i.e., reflect the Function #4 sections of body paragraphs?	
Does the conclusion go beyond a re-statement of the Function #4 sentences to make an insight useful to future writers?	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	
Final Review for Submission	
Does paper reflect a careful proofreading for spelling, punctuation, grammar, formats, etc.?	
Does paper reflect a review based on the categories in this rubric?	
Does paper represent a careful proofreading for conceptual complexity?	
Assign a percentage for your understanding of this step in the writing process	
Assign a percentage score for your actual use of this step in the writing process.	
	0.00%
	0.00%
Review all scores for the categories above, and make a separate judgment about your work's quality that is both FAIR and ACCURATE. This score is NOT an average of the other scores. Review both the grading scale at the top of this form and the scores for each category on this form to make an overall judgment.	
Name: PRINT	
Name: SIGNATURE	
