

Non-chronological report writing rubric				
Criteria	1	2	3	4
Orientation/introduction	No introduction has been given.	An introduction has been added which briefly explains what the animal is, together with one other piece of information, e.g. where it lives.	An introduction has been added which briefly explains what the animal is, together with two other pieces of information, e.g. where it lives and what it eats.	An introduction has been added which briefly explains what the animal is, together with other details, e.g. where it lives, what it eats and how many are left in the wild. A title is given.
Paragraphs	No paragraphs have been used.	Writing is split into sections, although they may not be in appropriate places.	There is a clear introduction and body paragraphs separating key events. Signal words have been used.	Each body paragraph reveals a separate detail/feature, and an introduction and conclusion are present. Paragraphs are linked by connecting words and/or phrases, for example 'However'.
Presentation	Not much care has been given to the presentation.	Crossings-out are visible. The presentation is reasonable but a little careless in places.	Care and thought have been given to the presentation, but some mistakes can be seen.	Presentation is excellent, and a lot of time and effort have been put into making the work the best it can be.
Grammar and spellings	Sentences do not make sense. There are many spelling errors.	Simple sentences have been used but, occasionally, they do not make sense. The majority of spellings are correct.	Sentences are clear and well constructed. Most words are spelt correctly, and sound attempts have been made to spell unfamiliar words.	There is a mix of simple, compound and complex sentences. Nearly all words are spelt correctly.
Detail	No detail has been given.	A basic level of information has been given.	A limited amount of detail has been given with a few items elaborated on.	A large amount of detail has been given.
Punctuation	No punctuation or capital letters have been used.	Punctuation and capital letters are not always evident, and there are frequent errors.	Punctuation and capital letter usage are consistent throughout, but small errors are evident.	Capital letters are used correctly, and a variety of punctuation has been correctly used (for example full stops, commas and question marks).