

## Writing Process and Product Worksheet

Student \_\_\_\_\_ Teacher \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_ Birth date \_\_\_\_\_ Age \_\_\_\_\_  
 Date of sample \_\_\_\_\_ Sampling activity \_\_\_\_\_ Observer \_\_\_\_\_

Assessing writing processes			
Planning and organizing	Drafting	Revising and editing	
Approaches writing tasks willingly Arrives at topic independently Picture _____ Graphic organizer Type _____ Notes _____ Dictates _____	Refers to planning _____ Proceeds quickly from start to finish _____ Pauses periodically _____ Revises _____ <i>changes spelling</i> _____ <i>word choice</i> _____ Dependent on others for spelling _____	Rereads work _____ Adds information _____ Rewords ideas _____ Clarifies references _____ Reorganizes content _____ Corrects grammar _____ Corrects spelling _____ Corrects punctuation _____ Edits _____	
Assessing written products			
Discourse level	Sentence level	Word level	Conventions
Fluency Total # words _____ # words/T-unit _____ Structural Organization _____ True to genre: _____ Maturity level: _____ Cohesion Clarity within sentences _____ Clarity across text _____ Pronoun reference cohesion _____ Verb tense cohesion _____ Sense of audience Title _____ End _____ Creative and original _____ Relevant information _____ Adequate information _____ Dialogue/Other literary devices _____	T-units Total # T-units _____ # words/T-unit range of T-unit length _____ Types of sentences # Simple incorrect _____ # Simple correct _____ # Complex incorrect _____ # Complex correct _____ # Run-on clauses (after 2 coord.) _____ Variability Varied sentence types _____ Overreliance on a particular construction _____	Word choice Mature and interesting choices _____ Overreliance on particular words _____ Usage errors _____ Spelling accuracy _____ % incorrect _____ Spelling developmental stage <i>Examples:</i> Prephonetic _____ Semiphonetic _____ Phonetic _____ Transitional _____ Conventional _____	Capitalization Initial letter of sentence _____ Titles _____ Proper nouns _____ End punctuation Periods _____ Question marks _____ Commas _____ Divide series _____ Divide clauses _____ Apostrophes _____ Contractions _____ Possessives _____ Quotation marks _____ Direct quotes _____ Formatting Paragraphs _____ Poetry/other _____
Assessing spoken language in writing process contexts			
Listening and comprehension	Manner	Topic maintenance	
Makes eye contact with speaker _____ Listens without interrupting _____ Seeks clarification when needed _____ Follows directions _____	Articulates clearly _____ Speaks fluently _____ Uses natural prosody _____ Appropriate eye gaze _____ Appropriate loudness _____	Situationally appropriate _____ Provides adequate information _____ Asks relevant questions _____ Shares opinions _____ Reflects on own work and others' _____ Engages in conversational turn-taking _____	