

**Summary Writing Rubric  
Grades 2-5**

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| <b>4</b> | <p><b>Advanced Proficient</b><br/><i>The writing:</i></p> <ul style="list-style-type: none"> <li>• Clearly addresses all parts of the writing task</li> <li>• Demonstrates a clear purpose and maintains a consistent point-of-view, focus, and sense of audience</li> <li>• Provides an organized structure, including paragraphing when appropriate</li> <li>• Includes a variety of sentence structures to enhance the writing</li> <li>• <b>Clearly presents the author’s central idea and concisely paraphrases the supporting main idea(s) and essential details</b></li> <li>• <b>Uses an authentic voice that is clear and consistent</b></li> </ul>  |
| <b>3</b> | <p><b>Proficient</b><br/><i>The writing:</i></p> <ul style="list-style-type: none"> <li>• Addresses all parts of the writing task</li> <li>• Demonstrates a general understanding of purpose and maintains a mostly consistent point-of-view, focus, and sense of audience</li> <li>• Provides an organized structure, including paragraphing when appropriate</li> <li>• Includes a variety of sentence structures</li> <li>• <b>Presents the author’s central idea and paraphrases most of the supporting main idea(s) and essential details</b></li> <li>• <b>Uses an authentic voice that is clear and mostly consistent</b></li> </ul>   |
| <b>2</b> | <p><b>Partially Proficient</b><br/><i>The writing:</i></p> <ul style="list-style-type: none"> <li>• Addresses only parts of the writing task</li> <li>• Demonstrates little understanding of the purpose and maintains an inconsistent point-of-view, focus, and sense of audience</li> <li>• Provides little organizational structure</li> <li>• Includes little variety of sentence structures.</li> <li>• <b>Suggests the author’s central idea and provides limited paraphrasing of the supporting main idea(s) and essential details. (May include substantial copying of information rather than paraphrasing into own words.)</b></li> <li>• <b>May include information that distracts from textual information</b></li> <li>• <b>Uses little or no voice</b></li> </ul> |
| <b>1</b> | <p><b>Non-Proficient</b><br/><i>The writing:</i></p> <ul style="list-style-type: none"> <li>• Addresses only one part of the writing task</li> <li>• Demonstrates no understanding of the purpose and lacks a clear point-of-view, focus, and sense of audience</li> <li>• Lacks an organized structure</li> <li>• Lacks variety of sentence structures</li> <li>• <b>Lacks the author’s central idea but may contain marginally related facts and/or indiscriminate paraphrasing or copying of phrases or sentences.</b></li> <li>• <b>Lacks voice</b></li> </ul>  |

**Note:** The characteristics that are printed in bold ink distinguish the Summary genre from other writing genres.