

Student's Name _____ Date _____

Informational Summary

Use this rubric to assess student writing. Record the appropriate score in the Score column.

Criteria	Needs Improvement	Average	Good	Excellent	Score
	1	2	3	4	
1. An introductory statement identifies the title, author, and text type that the writer will summarize.	Needs an introductory statement that identifies the title, author, and text type to be summarized.	Identifies the title, author, and text type to be summarized.	Clearly and smoothly identifies the title, author, and text type to be summarized.	Identifies the title, author, and text type in a clear, smooth way.	
2. A focus statement states the plan for the paper.	Needs a focus statement, or the focus statement does not establish a clear plan for the paper.	States a plan for the paper.	Establishes a clear plan for the paper.	Establishes a clear, well-defined, and effective plan for the paper.	
3. Details give supporting information about the summarized text.	Needs sufficient, relevant details about the text.	One or two details support the summary; other details may not be relevant.	Relevant facts and details sufficiently support the summary.	Well-chosen, specific facts and details strongly support the summary.	
4. Correctly uses direct quotations/citations from the text.	Needs quotations from the text, or quotations fail to use correct punctuation and citation style.	One quotation from the text is correctly punctuated and uses proper citation style.	Two or more quotations from the text are correctly punctuated and use proper citation style.	Relevant, domain-specific quotations are correctly punctuated and use proper citation style.	
5. Transition/linking words and phrases connect ideas and details.	Needs transition words and phrases.	A few transition words and phrases link details and ideas.	Several transition words and phrases are used effectively.	A variety of transition words and phrases are used effectively.	
6. Uses precise language .	Uses "tired" or repetitive words.	Uses two or three precise verbs or adjectives that may repeat.	Uses several precise and varied verbs or adjectives.	Uses multiple precise verbs and adjectives.	
7. The conclusion restates the focus statement and adds a final thought.	Needs a conclusion, or the conclusion does not sufficiently restate the focus statement.	Restates the focus statement, but needs a final, meaningful thought.	Restates the focus statement and adds a final thought.	Restates the focus statement and adds an insightful final thought.	
8. Follows conventions of mechanics, usage, and spelling.	Errors in grammar, spelling, punctuation, and capitalization interfere with reader understanding.	Some errors in grammar, spelling, punctuation, and capitalization.	Few errors in grammar, spelling, punctuation, and capitalization.	Correct grammar, spelling, punctuation, and capitalization.	
Overall Score					



Resource Links

SAM Keyword: Informational Summary Rubric

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Informational Summary Scoring Chart

Use the chart below to provide feedback on student writing.

Criteria	Score	Comments
1. Introductory statement		
2. Focus statement		
3. Supporting details		
4. Quotations from the text/ citations		
5. Transition/linking words and phrases		
6. Precise language		
7. Conclusion		
8. Conventions		

