

Criteria	Not Working	Working	Working Well
Structure/Organization Text is coherent, components parts are connected, text has distinct beginning, middle, and end			
Structure/Organization Text is unified - all components (paragraphs, sections) are germane to the subject, and help develop the author's point of view			
Genre Text identifies components of the discourse community, though not necessarily by name			
Genre Genres are discussed in detail, and steps for composing them are clearly and directly stated			
Format/Medium Choices in format and medium are appropriate to the content, and contribute to the audience's understanding of the content			
Audience Choices are made with a specific, appropriate audience in mind, in terms of language, content, design, etc.			
Content Manual emphasizes the composing process and rhetorical devices of the discourse community over the subject matter itself			
Grammar/Usage Text is generally error free in terms of grammar, usage, and spelling			
Revision Author made significant local and global revisions between working and final drafts			