

PACT & CAN-DO STATEMENTS FOR PRESENTATIONAL WRITING

Which of these points can you do well? Which will you work on? You might use purpose, audience, and conventions as you draft. "Trouble spots" can serve as a checklist for final revisions and editing.

	NOVICE	INTERMEDIATE	ADVANCED
PURPOSE	I can communicate the purpose of my essay in basic terms. I can provide simple definitions of key concepts and theories that are pertinent to my topic. I am learning how to conduct research and incorporate parts of it into my writing.	I can communicate the purpose of my essay with some detail. I can explain in some detail key concepts and theories that are pertinent to my topic. I can reference some relevant research and some citations to illustrate my points.	I can communicate the purpose of my essay creatively with elaboration of key components. I can explain in detail key concepts and theories that are pertinent to my topic. I can integrate relevant research and citations to illustrate my points.
AUDIENCE	I can recognize the tone and style that are appropriate to my task but find it challenging to incorporate them into my writing. I can organize my essay in a way that communicates my argument in basic terms, but I need to develop better strategies for explaining my purpose and drawing the attention of my audience.	I can recognize the tone and style that are appropriate to my task and incorporate them with some success into my writing. I can organize my essay in a way that communicates the main points of my argument and incorporate basic strategies for explaining my purpose. I can employ some rhetorical strategies that draw the attention of my audience.	I can easily recognize the tone and style appropriate to my audience and incorporate them appropriately into my writing. I can organize my essay effectively to communicate my thesis and use successfully strategies for explaining my purpose. I can employ effective rhetorical strategies that draw and keep the attention of my audience.
CONVENTIONS	I can present a basic outline of my argument in the scope of the essay, but there are gaps in the information I include. I incorporate a few graphics and/or citations but could find additional sources that better communicate my message. I have spent time outlining my essay but have included only limited details in the final draft. My essay contains multiple spelling and grammatical errors to which I need to pay more attention. I can am still learning the conventions associated with different genres of writing.	I can present an outline of my argument with some success in essay. I can incorporate some graphics and/or citations that reinforce the thesis of my essay. I employ some visual aids/graphics that are engaging and helpful in communicating the points of my argument. My essay is prepared in some detail and contains only minor spelling and grammatical errors. I feel somewhat confident about my ability to convince the reader of my point of view. I am somewhat acquainted with the conventions associated with different genres of essays and am beginning to experiment with them in my essays.	I can present my argument successfully in the essay by using a detailed outline of my points. I can successfully incorporate graphics and/or citations that reinforce the thesis of my essay. I employ visual aids/graphics that are engaging and helpful in communicating the points of my argument. My essay is well written, detailed, and free of misspellings and grammatical errors. I feel confident about my ability to convince the reader of my point of view. I am well acquainted with the conventions associated with different genres of writing and can use them comfortably in my essays.
TROUBLE SPOTS	I do not proofread my writing in advance to avoid errors. I include some graphics and quotations, but rarely check to see that I have credited the sources adequately. I can include additional graphics and citations to make my points. I am dependent on an outline to construct my arguments. I rarely consider the effect of tone, audience, and purpose when writing my essay.	I quickly proofread my writing (or other media) in advance to avoid distracting errors. I include some graphics, and citations but do not always check the origins of the sources. I include some variety of concrete sources to make my argument, although I am still dependent on an outline to make an effective argument. I have a basic understanding of the effect of tone, audience, and purpose when writing my essay.	I proofread my writing carefully in advance to avoid distracting errors. I include graphics and citations that are accurate. I incorporate a wide variety of concrete sources to make my argument and feel confident in the mechanics of argumentation necessary for making my point. I have a good understanding of tone, audience, and purpose when writing my essay.