

## 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.*

	<b>NOVICE</b>	<b>INTERMEDIATE</b>	<b>ADVANCED</b>
<b>PURPOSE</b>	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.
<b>AUDIENCE</b>	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.
<b>CONVENTIONS</b>	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.
<b>TROUBLE SPOTS</b>	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.