

# Choosing and Developing a Topic

Name \_\_\_\_\_ Date \_\_\_\_\_

2 = surpasses expectations, 1 = meets expectations, and 0 = does not meet expectations. On blanks to left: "+" = a strength, "-" = needs improvement, and blank = not applicable.

## Selects and researches a topic for a writing or speaking task.

2 1 0

- Identifies several broad topics.
- Chooses one or two good broad topics.
- Identifies several narrower topics under chosen broad topics.
- Selects one specific narrow topic to use for the task.
- Adapts topic to situation.
  - whether to inform, to persuade, or to entertain
  - time and place of speech or type of writing to be done
  - audience
  - specifics of task (such as requirements of assignment)
  - time or length requirements
- Gathers, evaluates, and selects information to support topic.

## Develops and supports a central idea fully and clearly.

2 1 0

- States a main idea in a single correct sentence.
  - in the introduction
  - restated differently in the conclusion
- Uses a three-part structure.
  - introduction focusing attention on main idea
  - body explaining the main idea fully
  - concluding summary which makes it feel complete, finished
- Uses a variety of supporting details.
  - facts and background information
  - examples
  - stories
  - others which fit the task
- Uses a variety of effective organizational strategies.
  - chronological, spatial, and numbered sequences
  - cause and effect
  - problem and solution
  - comparison and contrast
- Uses graphics or visual aids to clarify information.
- Identifies sources of information.

This is a sample of

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