

# Writing Skills Placement

## Writing Sample Instructions

**NOTE: It is very important to take the essay requirements seriously and to submit your very best writing. The essay evaluation score of 1 or 2 will result in a required English class even if you have transfer credit. There is not an option to rewrite the essay or appeal the results.**

- 1. Place your first and last name at the top left corner of each page of the essay.**
- 2. Please compose an essay addressing one of the following topics:**
  - Define the concept of "corporate social responsibility" and explain three ways a company can implement this concept in a community.
  - Discuss three ways that technological innovation has worked to the detriment of organizational dynamics or to the detriment of society.
  - Discuss three ways that ethical practices can be implemented in an organization.
  - Discuss three factors that explain why employees tend to become unmotivated to do their jobs.
- 3. Your essay must be structured as follows:**
  - Use a title that captures the essence of the question.
  - Use a minimum of five paragraphs and no more than a maximum of eight, including an introduction, body, and conclusion.
  - Type the essay double spaced using Times New Roman 12 font.
  - Compose the essay in the third person plural form avoiding first person shifts to pronouns like *I, my, me, and mine*, or second person shifts to *you, your, we, our, us*. Also, avoid using *he/she* or *him/her* gender delineations.
  - Avoid quotes unless they have specific relevance to justify a conclusion.
- 4. Your essay will be evaluated for the following criteria (consider these factors before submitting the final version of your essay). Information about the rules for these factors is available for free access online through the Purdue Online Writing Lab (OWL) Just Google the works "purdue owl" on the internet:**
  - The overall essay structure which includes (a) a sound introduction that establishes the thesis/purpose for the essay; (b) organized body addressing three points substantiating the essay's purpose; and (c) a conclusion that is more than a summary but also makes a prediction, shows a connection to a relevant point, or provides a direction as to what needs to be done to address the next stage of the essay's discussion.
  - Paragraph organization which includes a sufficient number of sentences (typically five to eight) that develop an idea supported by explanations and specific examples.

- Content which includes definitions, examples, data, and explanations, when appropriate, that enhance the understanding of what is written. In addition, the context for statements in the essay must agree to the referenced place, person, time, event, or idea (avoid beginning sentences with pronouns or expletives like *it*, *there*, and *this* unless the context is clear).
- Grammar which includes proper sentence structure and syntax, correct verb and pronoun agreement, appropriate grammatical number and person, and consistent number and person.
- Punctuation which includes special attention to the proper use of commas, colons, semi-colons, apostrophes, italics, and quotes.
- Style which includes sentences that correctly and effectively incorporate strong and appropriate word use; diction; tone; and transitional words and expressions between paragraphs and between sentences to ensure clarity, reference, context, and readability.

#### Essay Assessment Results:

Based on the scoring results of the individual essay, students will be required or recommended to take an English course appropriate to their skill level.

- Score of 0-1: EN200 – Essentials of Effective Writing
- Score of 2: EN203 – Intermediate Composition (a course that must be completed during the first three terms of enrollment in the College of Professional Studies)
- Score of 3: EN300 level English Composition courses (recommended)
- Score of 4: EN400 level English Composition courses (recommended)

## Placement Essay Scoring Sheet

**Categorical Scoring:**

- Score of 0 indicates that the essay evaluation category is missing or does not meet a sufficient standard for college level writing.
- Score of 1 indicates that the category is substantively deficient in the essay. The essay becomes difficult to read and interpret for clear meaning. Considerable mistakes with essay and paragraph structure, content, grammar, spelling, style, and overall organization.
- Score of 2 indicates that the category contains enough deficiencies that interfere with the delivery of the essay, but provide some basis for the discussion. The reader can understand some of the material, but mistakes with essay structure, grammar, content, spelling, and style take away from comprehending the full meaning of the writing.
- Score of 3 indicates that essay category contains minimal mistakes in structure, grammar, content, spelling, and style that could interfere with the comprehension and full meaning of the essay. The writing is good, but still misses in smaller ways some qualities reflective of sound college level composition.
- Score of 4 indicates that the essay is strong, free from serious mistakes with content, structure, grammar, style, and spelling. The essay in the respective category meets a college level competency.

Criteria	Score 0	Score 1	Score 2	Score 3	Score 4
<b>Structure and Organization:</b> the essay contains an effective introduction introducing the thesis of the paper, a body that provides substantive support of the thesis, and a conclusion that goes beyond a mere summary making a prediction, offering a connection to a broader but relevant point, or recommending advice about further actions about the discussion. Paragraphs contain information, examples, and definitions to support the overall paragraph discussion.					
<b>Content:</b> the essay contains sufficient information to explain and support the overall thesis for the paper and the information in the paragraphs provides examples, definitions, and details to better explain the point or points made within the paragraphs.					
<b>Grammar and Mechanics:</b> the grammar, syntax, punctuation, and spelling are at a level of quality that they enhance the clarity and readability of the essay.					
<b>Style and Readability:</b> the discussion is easy to read, contains word use appropriate to the topic and standards of college writing. The use of third person and avoidance of shifts in grammatical person and number. Avoids run-on sentences and fragments. Incorporates transitions to enhance readability and context.					
<b>Essay as a Whole:</b> The essay addresses the topic, follows the instructions, fits the image of a quality college essay discussion, and is submitted in a neatly presented format.					
<b>Totals</b>					

Final Essay Score on a scale of 0-4: \_\_\_\_\_

Recommended English Course: \_\_\_\_\_