College and Career Readiness Standard Rubrics:   
CCR Language Standard 2

# Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing. ***Level A Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * Demonstrate command of few of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of some of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of most of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of all of the listed conventions of standard English capitalization, punctuation, and spelling when writing. |

## Application

* Capitalize the first word in a sentence and the pronoun I.
* Capitalize dates and names of people.
* Recognize and name end punctuation.
* Use end punctuation for sentences.
* Use commas in dates and to separate single words in a series.
* Write a letter or letters for most consonant and short vowel sounds (phonemes).
* Spell simple words phonetically, drawing on knowledge of sound-letter relationships.
* Use conventional spelling for words with common spelling patterns and for frequently occurring irregular words.
* Spell untaught words phonetically, drawing on phonemic awareness and spelling conventions.

# Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing. ***Level B Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * Demonstrate command of few of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of some of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of most of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of all of the listed conventions of standard English capitalization, punctuation, and spelling when writing. |

## Application

* Capitalize holidays, product names, and geographic names.
* Capitalize appropriate words in titles.
* Use commas in greetings and closings of letters.
* Use commas in addresses.
* Use commas and quotation marks in dialogue.
* Use an apostrophe to form contractions and frequently occurring possessives.
* Form and use possessives.
* Use conventional spelling for high-frequency and other studied words and for adding suffixes to base words (e.g., sitting, smiled, cries, happiness).
* Generalize learned spelling patterns when writing words (e.g., cage → badge; boy → boil).
* Use spelling patterns and generalizations (e.g., word families, position based spellings, syllable patterns, ending rules, meaningful word parts) in writing words.
* Consult reference materials, including beginning dictionaries, as needed to check and correct spellings.

# Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing. ***Level C Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * Demonstrate command of few of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of some of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of most of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of all of the listed conventions of standard English capitalization, punctuation, and spelling when writing. |

## Application

* Use correct capitalization.
* Use commas and quotation marks to mark direct speech and quotations from a text.
* Use punctuation to separate items in a series.
* Use a comma to separate an introductory element from the rest of the sentence.
* Use a comma to set off the words yes and no (e.g., Yes, thank you), to set off a tag question from the rest of the sentence (e.g., It’s true, isn’t it?), and to indicate direct address (e.g., Is that you, Steve?).
* Use underlining, quotation marks, or italics to indicate titles of works.
* Use a comma before a coordinating conjunction in a compound sentence.
* Spell grade-appropriate words correctly, consulting references as needed.

# Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing. ***Level D Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * Demonstrate command of few of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of some of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of most of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing. |

## Application

* Use punctuation (commas, parentheses, ellipsis, dashes) to set off nonrestrictive/parenthetical elements.
* Use a comma to separate coordinate adjectives (e.g., It was a fascinating, enjoyable movie but not He wore an old [,] green shirt).
* Use an ellipsis to indicate an omission.
* Spell correctly.

# Demonstrate command of the conventions of Standard English capitalization, punctuation, and spelling when writing. ***Level E Rubric***

| **Basic** | **Developing** | **Proficient** | **Mastery** |
| --- | --- | --- | --- |
| * Demonstrate command of few of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of some of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of most of the listed conventions of standard English capitalization, punctuation, and spelling when writing. | * Demonstrate command of all of the listed conventions of standard English capitalization, punctuation, and spelling when writing. |

## Application

* Use a semicolon (and perhaps a conjunctive adverb) to link two or more closely related independent clauses.
* Use a colon to introduce a list or quotation.
* Spell correctly.