Teacher 6-Point Informational Writing Guide for WORD CHOICE

6

* Explicit, precise words make message clear for reader
* Writer uses language of content area with ease, skill
* Writer helps reader feel at home with needed terms
* Language is free of wordiness, jargon
* Language builds a bridge to understanding

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* Carefully chosen words add to clarity
* Writer clearly knows the language of the content area
* Writer clarifies most new terms, concepts
* Wordiness or jargon are absent or minimal
* Language supports reader’s understanding

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* Functional language makes message generally clear
* Writer seems familiar with basic terminology
* New terms are often defined or explained
* Wordiness, jargon not problematic
* Reader can readily make sense of the message

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* Some phrasing begins to cloud message
* Important terminology used incorrectly—or just missing
* New terms not always defined, explained
* Wordiness or jargon may be noticeable
* Reader can usually figure out the meaning

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* Imprecise or vague language creates confusion
* Writer doesn’t have terminology to make message clear
* Language is general, imprecise—OR
* Wordiness and jargon are a problem
* Reader has to work hard to “get it”

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* The message isn’t clear
* Words may be misused—*What does the writer mean?*
* Phrasing is simply unclear—OR
* Jargon makes the message hard to decode
* Reader can only guess at the meaning