New England Common Assessment Program

Released Items Support Materials 2009

Grade 11 Writing

Informational Writing (Procedure)

1 Your group is holding a car wash to raise money. You are responsible for developing a procedure to explain how to do a thorough job cleaning vehicles and pleasing your customers. Write the procedure. You may include text features (diagrams, bullets/numbers, etc.) to help the reader.

10.6 Informational Writing
Reports, Procedures, or Persuasive Writing – Organizing and Conveying Information

10.6.1 In informational writing, students organize ideas/concepts by using a text structure appropriate to focus/controlling idea or thesis (e.g., purpose, audience, context)
10.6.2 In informational writing, students organize ideas/concepts by selecting appropriate and relevant information (excluding extraneous details) to set context

10.7 Informational Writing (Reports, Procedures, or Persuasive Writing)
Organizing and Conveying Information

10.7.1 In informational writing, students effectively convey purpose by establishing a topic
10.7.2 In informational writing, students effectively convey purpose by stating and maintaining a focus/controlling idea/thesis
10.7.3 In informational writing, students effectively convey purpose by writing with a sense of audience, when appropriate
10.7.4 In informational writing, students effectively convey purpose by establishing an authoritative voice
10.7.5 In informational writing, students effectively convey purpose by using precise and descriptive language that clarifies and supports intent

10.8 Informational Writing (Reports, Procedures, or Persuasive Writing)
Using Elaboration Strategies

10.8.1 In informational writing, students demonstrate use of a range of elaboration strategies by including facts and details relevant to focus/controlling idea or thesis, and excluding extraneous information
10.8.2 In informational writing, students demonstrate use of a range of elaboration strategies by including sufficient details or facts for appropriate depth of information: naming, describing, explaining, comparing, contrasting, or using visual images to support intended purpose
10.8.3 In informational writing, students demonstrate use of a range of elaboration strategies by addressing readers' concerns (anticipating and addressing potential problems, mistakes, or misunderstandings that might arise for the audience)
10.8.4 In informational writing, students demonstrate use of a range of elaboration strategies by commenting on the significance of the information (in reports, throughout the piece; in procedural or persuasive writing, as appropriate)

10.1 Structures of Language
Applying Understanding of Sentences, Paragraphs, Text Structures

10.1.1 Students demonstrate command of the structures of sentences, paragraphs, and text by using varied sentence length and structure to enhance meaning (e.g., including phrases and clauses)
10.1.3 Students demonstrate command of the structures of sentences, paragraphs, and text by recognizing organizational structures within paragraphs or within texts
10.1.4 Students demonstrate command of the structures of sentences, paragraphs, and text by applying a format and text structure appropriate to purpose, audience, and context

10.9 Writing Conventions
Applying Rules of Grammar, Usage, and Mechanics

10.9.1 In independent writing, students demonstrate command of appropriate English conventions by applying rules of standard English usage to correct grammatical errors
10.9.4 In independent writing, students demonstrate command of appropriate English conventions by applying appropriate punctuation to various sentence patterns to enhance meaning
10.9.5 In independent writing, students demonstrate command of appropriate English conventions by applying conventional and word-derivative spelling patterns/rules

Scoring Guide:

Score	Description
6	• purpose is clear throughout; strong focus/controlling idea OR strongly stated purpose focuses the writing • intentionally organized for effect • fully developed details; rich and/or insightful elaboration supports purpose • distinctive voice, tone, and style enhance meaning • consistent application of the rules of grade-level grammar, usage, and mechanics
5	• purpose is clear; focus/controlling idea is maintained throughout • well-organized and coherent throughout • details are relevant and support purpose; details are sufficiently elaborated • strong command of sentence structure; uses language to enhance meaning • consistent application of the rules of grade-level grammar, usage, and mechanics
4	• purpose is evident; focus/controlling idea may not be maintained • generally organized and coherent • details are relevant and mostly support purpose • well-constructed sentences; uses language well • may show inconsistent control of grade-level grammar, usage, and mechanics
3	• writing has a general purpose • some sense of organization; may have lapses in coherence • some relevant details support purpose • uses language adequately; may show little variety of sentence structures • may contain some serious errors in grammar, usage, and mechanics
2	• attempted or vague purpose; stays on topic • little evidence of organization; lapses in coherence • generalizes or lists details • lacks sentence control; uses language poorly • errors in grammar, usage, and mechanics are distracting
1	• lack of evident purpose; topic may not be clear • incoherent or underdeveloped organization • random information • rudimentary or deficient use of language • serious and persistent errors in grammar, usage, and mechanics throughout
0	Response is totally incorrect or irrelevant.
Blank	No response

Student Writing Sample—Score Point 6

1

A car wash is a great way for groups to raise money. Many funds can be attained through a car wash by using an effective procedure and receiving assistance from several members of the group. If I were assigned with the task of developing a procedure that will ensure the proper cleaning of vehicles as well as customer satisfaction, I would create a system based on the division of labor. When each person has a specific responsibility in the car wash, the success of the fundraiser will be unsurpassed.

First, each group member must be assigned to a certain position. The car wash functions in a way similar to that of an assembly line. One person is tasked with the duty of rinsing vehicles as they enter the line. The rinser should rinse off the vehicle in its entirety, removing any dirt that may be on it.

Then, two other group members will be assigned to the job of thoroughly applying soap to every vehicle and scrubbing

Student Writing Sample—Score Point 6

each of its sections. During busy periods, these workers will have to work quickly, but also ensure that they have completely cleaned the exterior of each car. This stage of the car wash is the most crucial because vehicles are cleaned with soap to truly make them shine.

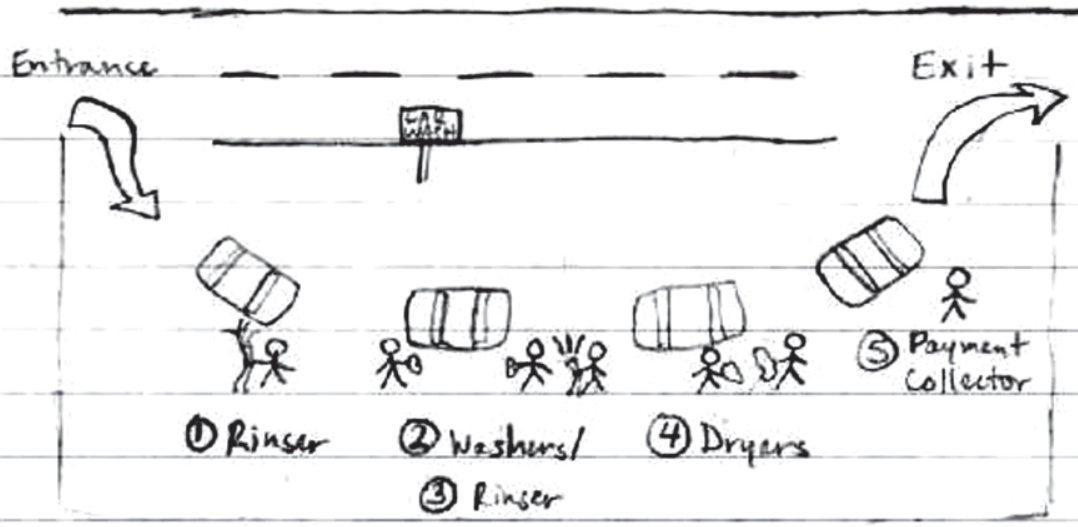
Finally, each car will once again be rinsed off with water to remove the soap solution. Two group members will then dry the vehicle with cloths or towels and use glass cleaner to clean the car's windows. The person that holds the responsibility of collecting payment will do so at the conclusion of each vehicle's cleaning.

Car washes have the possibility of raising a great deal of money if they are operated correctly. When each person participating is given one specific task to accomplish, there will be no room for confusion. The ultimate goal in conducting a car wash fundraiser is to provide quick and qualitative service to each customer

Student Writing Sample—Score Point 6

so that they are satisfied with the results. With the division of labor method, this goal can be easily attained.

Diagram of a Car Wash Fundraiser



- Writing has a clear purpose and focus with control of ideas throughout.
- Writing has precise word choice and a variety of sentence structures.

Student Writing Sample—Score Point 5

1

The first thing to consider in any business venture is how to attract customers. Advertising for a car wash can be done in the form of signs along the road or ads in a local newspaper. Once you have attracted customers, you must follow this procedure to wash their car:

1. Ask the customer whether they would like the interior, exterior, or both cleaned.
2. Depending on how dirty the car is, you can either tell the customer to wait, or come back in a specified amount of time.
3. If the customer wants the inside cleaned, this is where you should start. First, remove any trash from the car, but dont throw anything away that might not be trash. Then give the interior a thorough vaccuuming, making sure to vaccuum under the seats. Then take a damp rag and wipe the dust off of all plastic

Student Writing Sample—Score Point 5

surfaces. Finally, use glass cleaner
to wash the insides of the windows.
4. After the inside is clean, you must wash
the outside. Start by hosing it down
to remove any debris and loose dirt.
Then use soapy water and sponges
to wash all surfaces that are not glass.
Some places may require a stiff brush
instead of a sponge. Then use glass
cleaner to wash the windows and the
windshield. Rinse off all the soap with
the hose, and allow the car to dry.
the final step is to wax the car,
making sure not to leave any smears.
5. when you are done, have the
customer inspect the car. If they
find a problem, make sure to correct
it. Also, return to them any items
found inside the car (if you cleaned
the inside)

Student Writing Sample—Score Point 5

In all your interactions with the customer, you must be polite and have a good attitude. Always greet them with a smile and don't forget to tell them to have a nice day.

- Writing is organized and coherent.
- Writing has precise word choice and a variety of sentence structures.

Student Writing Sample—Score Point 4 (Example A)

1

For a car wash to work you need organization. Organization keeps things going smoothly. Therefore, a U shaped path with different stations along it will work the best, because it will keep the cars moving in one direction and it will be continuously moving.

There will be four different stops/stations along the path. In order for this setup to work there must be communication, that way when one car is done with one station, another car can take its place. Each station must be ready for a car. This means that each station should syncronize how much time they spend on the car.

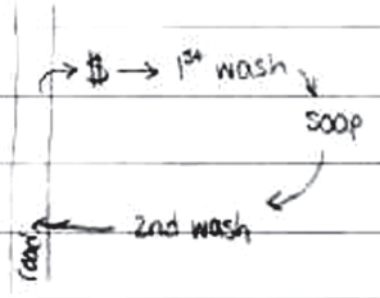
A car should not stay at a station for more than a minute and thirty seconds. In order for this time to be met, there will be four people at each station (one person for the front, rear, and two for each side of the middle of the car), except for the first station where money is collected, that station will have no more than two people.

The stations are as followed:

- At the entrance, customers pay the car wash fee of $3.00.
- Then the move on to the first wash station where their car is watered down thoroughly to be prepared to be soaped and scrubbed all around (windows, tires, ect.)
- From there move on to the final station where the car will be washed thoroughly until free of soap and dirt.

Student Writing Sample—Score Point 4 (Example A)

The path of the car wash will look like this:



Of course, to promote the car wash and get people's attention, a few people from the group can stand on the sidewalk near the site of the car wash with posters advertising the wash. Use bright colors over dark colors for emphasis to get people's attention.

The most important thing is to keep a positive attitude and keep the customers satisfied.

- Writing has a clear purpose and focus with control of ideas throughout.
- Writing is organized and coherent.

Student Writing Sample—Score Point 4 (Example B)

1

When organizing a fund raising activity such as a car wash, you want everything to be well organized and appear professional. Also, if you are expecting to get paid for your services you want to make sure to do a thorough job and keep the customers happy.

To keep your customers happy, you want to have a good attitude, use manners, and do your job with care; don't be, or appear reckless in any way, at any time. You'll also want to make sure that your car wash is well advertised, the cost is clear, and be sure to explain the cause of your fund raiser. Be clear in letting them know what their money is supporting and what it will be used for. The last task in keeping the customer happy is showing respect for them & their vehicle. You could do this by asking what they would and would not like washed.

The basic procedure for properly washing a car would be this:

- be ready with supplies ahead of time
- hose down car first
- then scrub down car with soapy water & sponge
- rinse off with hose again to remove soap
- dry with soft rag or towel (be sure not to scratch the car at all)

Student Writing Sample—Score Point 4 (Example B)

When scrubbing down the car, you want to make sure every spot is reached. For example, you want to scrub down the whole car on each side, wash all the windows with the correct materials, and thoroughly rinse it before the soap dries on and leaves marks on the car.

After your job is done, thank the customer for their service & contribution, then collect the money after you thank them.

- Writing has some organization.
- Writing has some supporting details.

Student Writing Sample—Score Point 3

❶

My job is to develope a procedure to do a well job on cleaning a car so the customer is happy and we can raise money for our group. Here is what I think we should do:

① Before we do anything, tell the customer what we are doing and how much it costs so they know how much they are paying up front and if they don't want us to do anything, they can tell us before.

② Then we are going to spray down the car so if there is any dirt it will be easier to wash off because it is wet.

③ The next thing we are going to do is scrub the car down. Making sure to get everything clean. Cleaning off all the pollen, dirt, bugs etc...

④ After the car is thoroughly washed, we are going to clean the rims of the tires, the outside mirrors, the windsheilds and the windows, making sure that the car is so clean that we would want to drive it ourselves

Student Writing Sample—Score Point 3

(5) When we are sure the car is thoroughly washed, we are going to hand dry it so it doesn't leave water marks. Make sure the car is spotless.

(6) The last thing we should do is make sure that the customer is happy with what we did to the car. And if there is anything we can do, if they are unhappy with it, then make sure we do it.

With these six steps and the effort we put into it, to me, this is what a successful car wash needs to be. The main idea is to keep the customers happy, and if they are kept happy and they like what we did to their car, than raising money for our group will be a success.

- Writing has a general purpose with attempted focus.
- Writing has appropriate word choice and some control of sentence structure.
- Writing shows inconsistent control of grammar, usage, and mechanics.

Student Writing Sample—Score Point 2 (Example A)

1

In a car wash we must treat each car with care and respect, remember its someones property. Now I have a 6 step method I believe will be best. Step one is to rinse the car. Step 2 is to wash car with warm soapy water. Step 3 is clean the windows thouroughly. Step 4 is to buff the car. Step 5 is waxing the car so well you can see your reflection. Last is step 6, which is to let the car dry. Now we may run into some problems such as not having enough supplies, which means only use whats needed. If we dont have enough customers, that calls a time for friends and family!

- Writing has a general purpose with attempted focus.
- Writing has some supporting details.
- Writing has appropriate word choice and some control of sentence structure.

Student Writing Sample—Score Point 2 (Example B)

1

first you must get the materials needed to wash a car which are,

- Buckets
- Sponges
- Some form of car soap
- Hose for filling buckets and rinsing cars
- drying towels to dry car afterwards

Then put water and the soap into the bucket and put the sponges in. take sponges back out and use them to wash away any dirt on the car, Making sure to get every nook and cranny. After car has been throroughly washed it is now time to take the hose and rinse the car. Make sure windows are up before rinseing. Spraying car with hose, rinse off any soap on car once again getting every nook ane cranny. After rinseing take dry towel and do the same motions done when washing the car to dry it off. Make sure to keep a smile on your face and Have Fun!

- Writing has a general purpose with attempted focus.
- Writing has some supporting details.

Student Writing Sample—Score Point 1 (Example A)

1

I would first put up
signs all over town so
everyone could see them. Second
I would make sure everyone
is there and redy to work.
Then we would get down to
busness from there, by washing
cars at lightning speed. Making
the cars look nice and clean.
Also it will be my job
to inspect to see if the
cars are clean enough

- Writing has limited word choice and/or control of sentence structure.
- Writing has minimal or random details.

Student Writing Sample—Score Point 1 (Example B)

1

This is my diagram of how to wash a vehicle:

1) Wet entire vehicle

2) Cover entire vehicle with soapy water

3) Rinse off soap

4) Towel dry vehicle

5) Squeegy windows

- Writing has lapses in organization or coherence, which may interfere with understanding.
- Writing has minimal or random details.

Student Writing Sample—Score Point 0

1

first give out direction
how to do the thing
the right way go from
their let every one understand
whats going on make connection
withe pearson ask about then
do the job right
make an atemt to see if
done right get the job
done.

- Writing lacks evident purpose or focus.
- Writing shows minimal control of grammar, usage, and/or mechanics, which may interfere with understanding.