**Writing Feedback Tool**

Capella faculty use the Writing Feedback Tool to provide learners with supplemental writing feedback and information about writing resources to develop Writing Skills.

The Writing Feedback Tool facilitates assessment of five core writing skills, aligned to Capella's Writing Standards. These writing skills are known as the POETS writing skills.

1. Address assignment **purpose**
Related Competency: Compose a text that articulates meaning relevant to the main topic, scope, and purpose of the prompt.
2. Develop strong **organization**
Related Competency: Develop text using organization, structure, and transitions that demonstrate understanding of relationship between main and subtopics.
3. Incorporate appropriate **evidence**
Related Competency: Integrate into text appropriate use of scholarly sources, evidence, and citation style.
4. Use scholarly **tone**
Related Competency: Apply in text the standard writing conventions for the discipline, including structure, voice, person and tone.
5. Develop grammatically sound **sentence structure**
Related Competency: Produce text with minimal grammar, usage, spelling, and mechanical errors.

Within your courses or related to specific assignments, you may have seen these five Writing Skills in the Writing Feedback Tool. You can use the information you receive from the tool to create a study plan and work towards your writing goals. Developing these five Writing Skills are important to your success.

The tables below illustrate the performance levels associated with each Writing Skill. You may receive other feedback from your instructor in addition to the items below.

* [Purpose](https://campus.capella.edu/writing-center/writing-feedback-tool)
* [Organization](https://campus.capella.edu/writing-center/writing-feedback-tool)
* [Evidence](https://campus.capella.edu/writing-center/writing-feedback-tool)
* [Tone](https://campus.capella.edu/writing-center/writing-feedback-tool)
* [Sentence Structure](https://campus.capella.edu/writing-center/writing-feedback-tool)

Related Competency: Produce text with minimal grammar, usage, spelling, and mechanical errors.

| **Performance Measurement** | **Faculty Selection** | **Feedback** | **Resources** |
| --- | --- | --- | --- |
| **Beginning** | Text meaning is unclear due to errors in sentence structure, grammar, usage, word choice, spelling, or mechanics in 75% or more of text. | The majority of the ideas in this text were not written in complete sentences. It will be important to participate in a grammar refresher and to study sentence structure guidelines | * + [Participate in a Grammar Refresher](https://campus.capella.edu/writing-center/sentence-structure)
	+ [Revise Your Sentences](http://media.capella.edu/CourseMedia/WritingCenter-WritingEssentials/RevisingSentences/wrapper.asp)
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| **Developing** | Text meaning is interrupted due to sentence structure, grammar, usage, word choice, spelling, or mechanical errors in 25%-75% or more of text. | Many of your ideas are communicated in grammatically unsound sentences. So that the meaning of your messages is communicated clearly, study sentence structure guidelines and practice sentence revision to strengthen your text. | * + [Consider Sentence Structure and Variety](https://campus.capella.edu/writing-center/sentence-structure/sentence-types)
	+ [Study Subject-Verb Agreement](https://campus.capella.edu/writing-center/sentence-structure/verbs-and-conjugation/subject-verb-agreement)
	+ [Revise Your Sentences](http://media.capella.edu/CourseMedia/WritingCenter-WritingEssentials/RevisingSentences/wrapper.asp)
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| **Skilled** | Text conveys clear meaning with minimal issues in grammar, usage, word choice, spelling, or mechanical errors in 10%-25% of text. | The meaning of your text is clear due in large part to the sound grammatical structure of your sentences. I saw very few issues with grammar, usage, spelling, and mechanical errors. To increase readability and flow, consider the revision step in the writing process. | * + [Develop Sentence Variety](https://campus.capella.edu/writing-center/sentence-structure/sentence-types)
	+ [Incorporate Revision Practices](https://campus.capella.edu/writing-center/writing-process/revising)
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| **Advanced** | Text complexity and concision conveys clear meaning, with grammar, usage, word choice, spelling, or mechanical errors in 10% or less of text. | The meaning of your text is clear due in large part to the grammar and mechanics of your sentences. You communicated complex ideas with concision and with very few errors. Continue this skill mastery by fully understanding active voice. | * + [Master Active Voice](https://campus.capella.edu/writing-center/tone/active-and-passive-voice)
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