



ENGLISH FOR ACADEMIC AND PROFESSIONAL PURPOSES

Quarter 2 – Module 3:

**WRITES VARIOUS KINDS
OF POSITION PAPERS**



Quarter 2 – Module 3: Writes various kinds of position papers.

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English for Academic and Professional Purposes

Quarter 2 – Module 3

WRITES VARIOUS KINDS OF POSITION PAPERS

This instructional material was developed based from the Most Essential Learning Competencies (MELC) in English for Academic and Professional Purposes in response to the new normal scheme in learning delivery of the Department of Education. This module was collaboratively reviewed by educators and program specialists in the Regional Office V. We encourage teachers and other educational stakeholders to email their feedback, comments, and recommendations to the Department of Education at _____.

We value your feedback and recommendations.



Welcome to Module 3, Learner! After this module, you will only need to study six more lessons and you'll be soon done with this awesome subject! What an amazing accomplishment! Congratulations in advance!

In this module, you will be guided on how to write a position paper. Several learning concepts are prepared for you to have a clearer understanding of the lesson.

Before you start browsing this module, may we please give you some reminders:

- Explore the module at your own pace. Allot considerable time so that you will be able to cover the concepts included in this module.
- The lessons are self-taught. In case you find some of the concepts difficult or confusing, you can do additional or supplemental readings using whatever resources possible.
- Do not hesitate to ask for help if the lessons appear to be complicated.
- There are checkpoints on each of the learning concepts. Those were designed to ensure better understanding before proceeding to the next lesson. We are expecting that you will take those short assessments seriously. Be honest with your answers.
- Carefully read the directions to avoid confusion and repetition.
- To have a more reliable output, you are encouraged to cite, explore some other resources available such as books, newspapers, articles, etc.
- Most importantly, enjoy studying!

We are looking forward for your learnings on this module!



Objective

By the end of this module, you should be able to:

Writes various kinds of position papers.



Vocabulary List:

Below are the words you will encounter in the discussion in the next following pages. This section will help you unlock those words to better understand its context.

- **Position Paper:** A formal, usually detailed written statement, especially regarding a single issue, that articulates a position, view point, or policy, as of government, organization, or political candidate.
- **Argument:** A process of reasoning; series of reasons; a statement, reason, or facts for or against a point.
- **Opinion:** A view or judgment formed about something, not necessarily based on fact or knowledge.
- **Logical Appeal:** Refers to a reasonable approach in developing an argument.
- **Ethical Appeal:** Refers to your credibility or believability and competence as a writer.
- **Emotional Appeal:** Uses arguments in a way that evokes or uncovers feelings.
- **Fallacies:** Errors in reasoning; a false or mistaken idea.



Have you now fully understood the context of the words presented above?

If Yes, Congratulations! You may now proceed to the next part of this module.

If Not, take a little more time and revisit. You can definitely do it!



Pre-test

Before we proceed to the main discussion, do you already know these concepts? If not, do not worry as this test will not be recorded.

DIRECTIONS: Write your answers in a separate sheet of paper or in your notebook.

Write G, if the practice is a good one. Write B, if it's not.

- _____ 1. Anjo considers all possible views on the issue at hand.
- _____ 2. Cristina boasts about her credentials to establish her credibility as a writer.
- _____ 3. Glen primarily uses opinions and fallacies in supporting his arguments.
- _____ 4. Dave uses emotional appeal in all of his position paper because it is the best type of appeal.
- _____ 5. Imee restates her position in the concluding paragraph.



Are you done with the pretest? How do you think you fared? Again, if you did not get all the answers correctly, do not worry! You will be able to learn all of those as you go through this module!

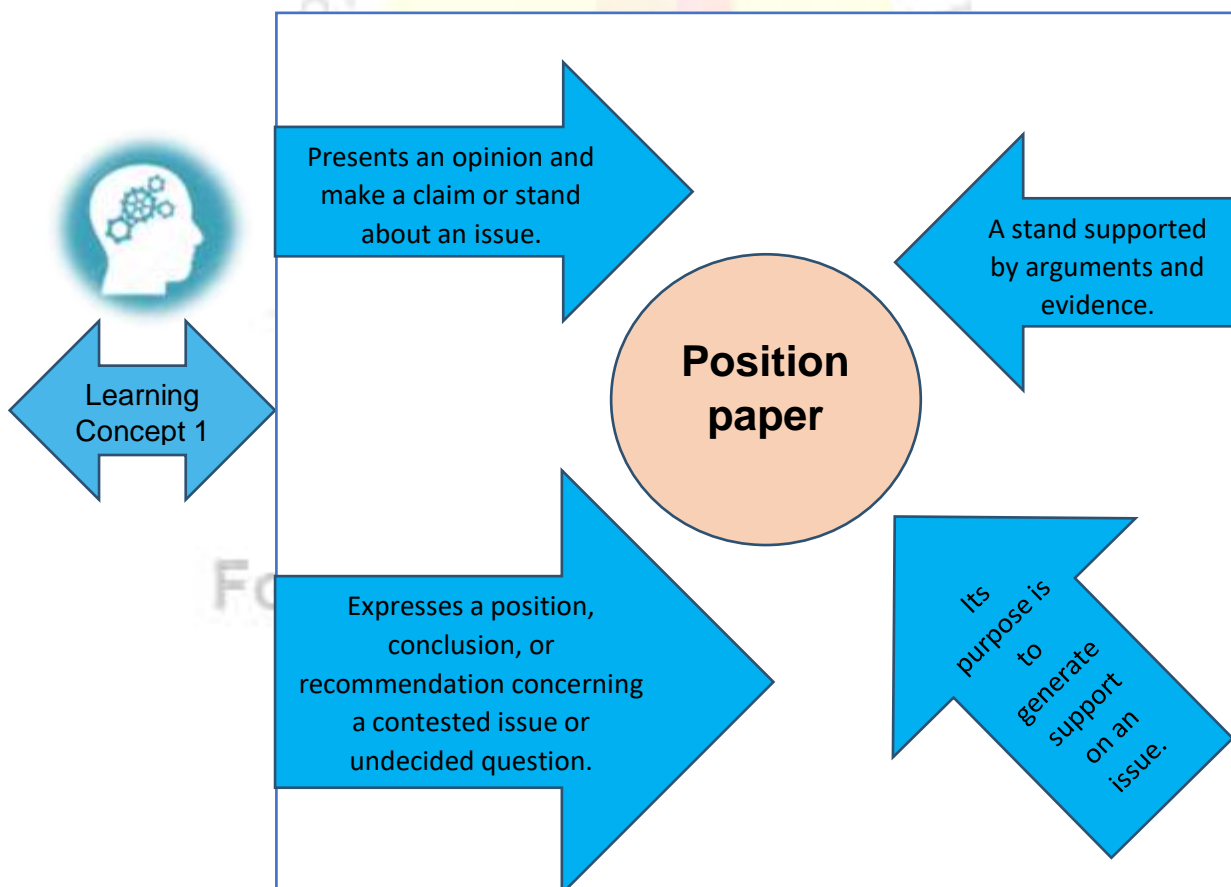
ARE YOU NOW READY?



Learning Concepts

As a student, you are continuously taking sides and forming opinions on anything that involves them. However, defending your point by simply saying “because I think so”, won’t help you make a case. It is therefore important that you learn how to properly outline your thoughts and make valid argument.

Definition and Purpose of Position Paper



A position paper presents the writer's stand or viewpoint on a particular issue. Writing a position paper entails outlining arguments and proposing the course of action; by doing so, you are already taking part in a large debate. It is a more complex version of a persuasive essay, however, a position paper is not an essay, but it has various parts just like the concept paper. It can be likened with a debate but the presentation of the arguments is in a written form. Presenting an argument implies that you are favoring one side of the issue.

The primary goal of a position paper is to declare a "position" on a certain matter or an issue. Its secondary goal is to convince or persuade others to take that side of an issue or matter.

Aside from this, you also have the power to change the opinions and attitude of others when you write a position paper. Because of this, a position paper can be an essential tool in bringing about societal change. For example, if you do not agree with a certain issue or rule, you can write a position paper to reflect your point of view.

Like a debate, a position paper presents one side of an arguable opinion about an issue. The goal of a position paper is to convince the audience that your opinion is valid and defensible. Ideas that you are considering need to be carefully examined in choosing a topic, developing your argument, and organizing your paper. It is very important to ensure that you are addressing all sides of the issue and presenting it in a manner that is easy for your audience to understand. Your job is to take one side of the argument and persuade your audience that you have well-founded knowledge of the topic being presented. It is important to support your argument with evidence to ensure the validity of your claims, as well as to refute the counterclaims to show that you are well informed about both sides.

Issue Criteria

To take a side on a subject, you should first establish the arguability of a topic that interests you. Ask yourself the following questions to ensure that you will be able to present a strong argument:

- Is it a real issue, with genuine controversy and uncertainty?
- Can you identify at least two distinctive positions?
- Are you personally interested in advocating one of these positions?
- Is the scope of the issue narrow enough to be manageable?



Let's check how you understood the concepts in the previous page. You are not allowed to go back on the previous page.

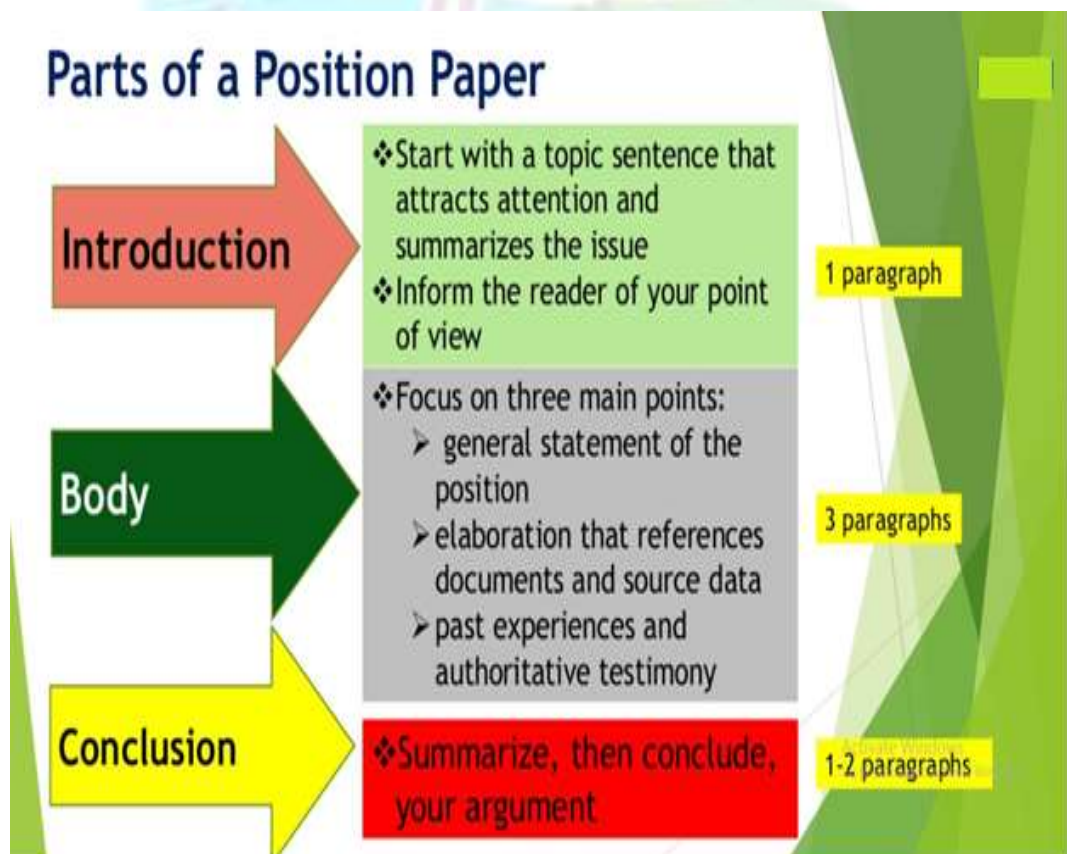
DIRECTIONS: On a separate sheet of paper or in your notebook, write T if the statement is correct, otherwise write F.

- _____ 1. A position paper presents two sides of an arguable opinion about an issue.
- _____ 2. A position paper is a type of essay.
- _____ 3. The primary goal of a position paper is to declare a “position” on a certain matter or an issue.



Learning Concept 2

Parts of a Position Paper



INTRODUCTION

- a) Analyze the source/quote: pull it apart sentence by sentence and explain the meaning of the source both in general terms and more specifically
- b) Identify the perspective the source/quote reflects:
- c) Explain your understanding of that ideology (discuss key underlying beliefs or political principles or economic principles)
- d) State your position. Do you agree with the ideological perspective or not?

NOTE:

If taking a qualified position, state it clearly and precisely.

II. BODY

- a) Explain your **first reason** to support your position
- b) Factual, relevant and accurate evidence to prove your first argument
- c) Explain your **second argument/reason**
- d) Factual, relevant and accurate evidence to prove your second argument
- e) Explain your **third argument/reason**
- f) Factual, relevant and accurate evidence to prove your last argument

NOTE:

In General, the strongest/best argument should be the last. Others would advise the first argument by the strongest/best; never the middle argument.

III. CONCLUSION

(Summarize, restate in a forceful manner your position)

NOTE:

Please remember that the conclusion should not merely be a brief repetition of your results – in that case your discussion would seem fairly pointless. Focus instead on what your results may imply after careful consideration (consideration that you have outlined in your discussion).

Sample Outline

I. Introduction

- ___ A. Introduce the topic
- ___ B. Provide background on the topic to explain why it is important
- ___ C. Assert the thesis (your view of the issue). More on thesis statements can be found below.

Your introduction has a dual purpose: to indicate both the topic and your approach to it (your thesis statement), and to arouse your reader's interest in what you have to say. One effective way of introducing a topic is to place it in context – to supply a kind of backdrop that will put it in perspective. You should discuss the area into which your topic fits, and then gradually lead into your specific field of discussion (re: your thesis statement).

II. Counter Argument

- ___ A. Summarize the counterclaims
- ___ B. Provide supporting information for counterclaims
- ___ C. Refute the counterclaims
- ___ D. Give evidence for argument

You can generate counterarguments by asking yourself what someone who disagrees with you might say about each of the points you've made or about your position as a whole. Once

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you have thought up some counterarguments, consider how you will respond to them--will you concede that your opponent has a point but explain why your audience should nonetheless accept your argument? Will you reject the counterargument and explain why it is mistaken? Either way, you will want to leave your reader with a sense that your argument is stronger than opposing arguments.

When you are summarizing opposing arguments, be charitable. Present each argument fairly and objectively, rather than trying to make it look foolish. You want to show that you have seriously considered the many sides of the issue, and that you are not simply attacking or mocking your opponents.

It is usually better to consider one or two serious counterarguments in some depth, rather than to give a long but superficial list of many different counterarguments and replies.

Be sure that your reply is consistent with your original argument. If considering a counterargument changes your position, you will need to go back and revise your original argument accordingly.

III. Your Argument

- ___ A. Assert point #1 of your claims
 - ___ 1. Give your educated and informed opinion
 - ___ 2. Provide support/proof using more than one source (preferably three)
- ___ B. Assert point #2 of your claims
 - ___ 1. Give your educated and informed opinion
 - ___ 2. Provide support/proof using more than one source (preferably three)
- ___ C. Assert point #3 of your claims
 - ___ 1. Give your educated and informed opinion
 - ___ 2. Provide support/proof using more than one source (preferably three)

You may have more than 3 overall points to your argument, but you should not have fewer.

IV. Conclusion

- ___ A. Restate your argument
- ___ B. Provide a plan of action but do not introduce new information

The simplest and most basic conclusion is one that restates the thesis *in different words* and then discusses its implications.

FIX ME!

Directions: Below is a selection not arranged accordingly. Your job is to fix the Selection chronologically by putting numbers 1 to 4; 1 being the Introduction, 2 and 3 as the body and 4 as the Conclusion. Write your answers in your notebook.

_____ Gandhi's two most notable fasts were in September 1947 and January 1948. In the first, shortly after India won its independence in August 1947, the governor of Calcutta spoke of him not as "Mahatma" but as "the magician," for he successfully ended a summer violence and bloodshed in a vicious civil war between Muslim and Hindus that had left 4000 dead and 20,000 wounded. In the second, fasted to promote tolerance among Sikhs, Hindus and Muslim. Because he was successful in achieving consensus among leaders of the various groups, it is ironic that Gandhi was assassinated 10 days later by a fellow Hindu. The militant could not tolerate his view that Muslim and Hindus were equal and no one religion was superior to another.

_____ Throughout his career, Gandhi staged a total of 17 hunger strikes. The first was in 1918 to express his solidarity with mill workers. They had lost their positions because of a labor dispute and were unable to feed their families. To demonstrate his support for their cause and for their suffering. He initiated a fast, which resulted in a quick settlement and increased wages for the laborers. In 1932, he began a "fast until death" to protest discriminatory British laws.

_____ Mohandas Gandhi (1869-1948), honored by his supporters with the name Mahatma or "great soul" was a prominent twentieth-century Indian politician and spiritual leader. Through his philosophy based on courage, truth, and non-violent resistance, he established a number of economic and social reforms for India. Furthermore, he effectively led the nation to its independence in 1947. One of his most potent forms of protest was the hunger strikes or fast.

_____ These were aimed at legalizing the caste system and segregating the dalits or untouchable caste into a separate electoral body. In 1933, the respected leader began a three-week hunger strike to protest British rule in the country. In 1939, he fasted for the same reason and to promote the cause of independent and unified India. In August 1947, his dream was realized, albeit with partitioning of greater India into the two separate nations of India and Pakistan, with a majority of Hindus in the former and a predominance of Muslim in the latter.



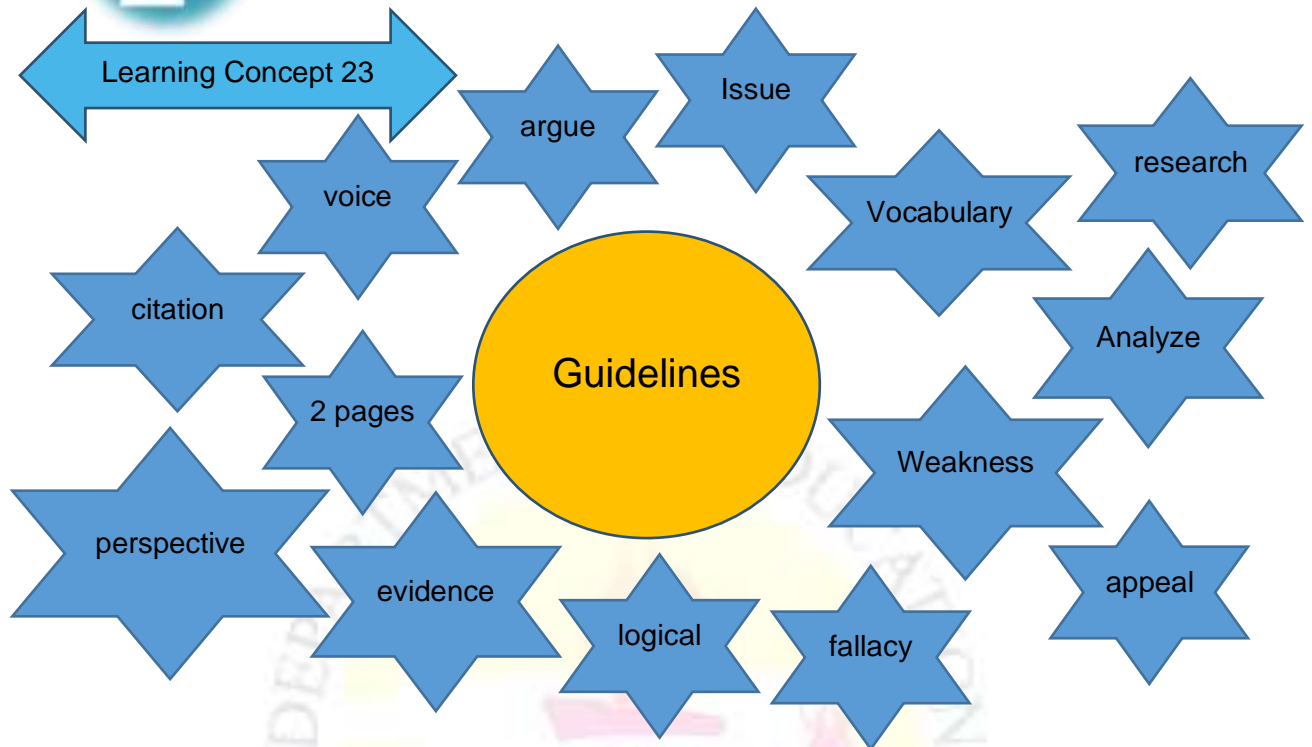
Were you able to fix the selection?

If YES, you are absolutely awesome! It means that you are understanding the concept discussed above.

If NO, do not despair. You can always try it again! I firmly believe that you can do that!



Guidelines on Writing a Position Paper



1. Choose an issue. When choosing one, keep the following guidelines in mind.
 - The issue should be debatable because you won't be able to make a stand if the topic is not debatable.
 - The issue should be current or relevant.
 - The issue should be written in a question form and answerable by yes or no.
 - The issue should be narrow and manageable.
2. Begin the writing process by conducting an in-depth research on the issue.
3. Make sure to define unfamiliar terms when you first mention them.
4. Be aware of the various positions about the issue and explain and analyze them objectively.
5. Reflect on your position and identify its weaknesses.
6. Cite valid and reliable sources (3 or more) to establish the credibility of your arguments.
7. View the issue in a different perspective so you can present unique approach.
8. Limit your position paper in two pages.
9. Analyze your target readers and align your arguments to their beliefs, needs, interests, and motivations.
10. Summarize the other side's counterarguments and use various evidence and data to refute them.
11. Use an active voice as much as possible to achieve dynamic and firm one.
12. Arrange your evidence logically using an inductive or deductive approach.
13. Check your argument for fallacies and eliminate them. Fallacies, or errors in reasoning weaken your argument.
14. Use ethical, logical, and emotional appeal. An ethical appeal relates to your credibility and competence as a writer; a logical appeal refers to a rational approach in developing an argument; while an emotional appeal uses arguments in a way that evokes feelings.

Writing with style and clarity

Many students make the mistake of thinking that the content of their paper is all that matters. Although the content is important, it will not mean much if the reader can't understand what you are trying to say. You may have some great ideas in your paper but if you cannot effectively communicate them, you will not receive a very good mark. Keep the following in mind when writing your paper:

Diction

Diction refers to the choice of words for the expression of ideas; the construction, disposition, and application of words in your essay, with regard to clearness, accuracy, variety, etc.; mode of expression; and language. There is often a tendency for students to use fancy words and extravagant images in hopes that it will make them sound more intelligent when in fact the result is a confusing mess. Although this approach can sometimes be effective, it is advisable that you choose clear words and be as precise in the expression of your ideas as possible.

Paragraphs

Creating clear paragraphs is essential. Paragraphs come in so many sizes and patterns that no single formula could possibly cover them all. The two basic principles to remember are these:

- 1) A paragraph is a means of developing and framing an idea or impression. As a general rule, you should address only one major idea per paragraph.
- 2) The divisions between paragraphs aren't random, but indicate a shift in focus. In other words you must carefully and clearly organize the order of your paragraphs so that they are logically positioned throughout your paper. Transitions will help you with this.

Transitions

In academic writing your goal is to convey information clearly and concisely, if not to convert the reader to your way of thinking. Transitions help you to achieve these goals by establishing logical connections between sentences, paragraphs, and sections of your papers. In other words, transitions tell readers what to do with the information you present them. Whether single words, quick phrases or full sentences, they function as signs for readers that tell them how to think about, organize, and react to old and new ideas as they read through what you have written.

Transitions signal relationships between ideas. Basically, transitions provide the reader with directions for how to piece together your ideas into a logically coherent argument. They are words with particular meanings that tell the reader to think and react in a particular way to your ideas. In providing the reader with these important cues, transitions help readers understand the logic of how your ideas fit together.

LOGICAL RELATIONSHIP	TRANSITIONAL EXPRESSION
Similarity	also, in the same way, just as ... so too, likewise, similarly
Exception/Contrast	but, however, in spite of, on the one hand ... on the other hand, nevertheless, nonetheless, notwithstanding, in contrast, on the contrary, still, yet
Sequence/Order	first, second, third, ... next, then, finally
Time	after, afterward, at last, before, currently, during, earlier, immediately, later, meanwhile, now, recently, simultaneously, subsequently, then
Example	for example, for instance, namely, specifically, to illustrate
Emphasis	even, indeed, in fact, of course, truly
Place/Position	above, adjacent, below, beyond, here, in front, in back, nearby, there
Cause and Effect	accordingly, consequently, hence, so, therefore, thus
Additional Support or Evidence	additionally, again, also, and, as well, besides, equally important, further, furthermore, in addition, moreover, then
Conclusion/Summary	finally, in a word, in brief, in conclusion, in the end, in the final analysis, on the whole, thus, to conclude, to summarize, in sum, in summary

Grammar and Spelling

You must make certain that your paper is free from grammar and spelling mistakes. Mechanical errors are usually the main reason for lack of clarity in essays, so be sure to thoroughly proofread your paper before handing it in. For help with common errors in grammar and usage consult the following websites:

Plagiarism and academic honesty

Plagiarism is a form of stealing; as with other offences against the law, **ignorance is no excuse**. The way to avoid plagiarism is to give credit where credit is due. If you are using someone else's idea, acknowledge it, even if you have changed the wording or just summarized the main points.

To avoid plagiarism, you must give credit whenever you use

- another person's idea, opinion, or theory;
- any facts, statistics, graphs, drawings--any pieces of information--that are not common knowledge;
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.



Practice Task 1

Now that you are able to complete the different learning concepts, let's practice what you have learned.

Directions. Think of three problems that surround the Philippines' society today. Enumerate these problems on the space provided on the left side of the chart below. And then, write the opinion about each of them in a separate sheet of paper or in your notebook.

ISSUE/PROBLEM

Example: Passage of Anti-terror Law

1.

2.

3.

YOUR OPINION

Example: I am not in favor because it violates basic human rights such as the right to free speech, etc.

1.

2.

3.



Practice Task 2

Direction: Underline the correct answer from the choices given to answer the following questions.

1. What structure of academic text do we follow in writing a position paper?

One-paragraph structure essay
Two-paragraph structure essay
Three-paragraph structure
IMRaD

2. In which part of the essay do we write the action plan or recommendation of the position paper?

Title page
Introduction
Body
Conclusion

3. Which of the following does NOT include in the introduction of the position paper?

Counter-argument
Background of the topic
Importance of the topic
Thesis of the position paper

4. Which part of the position paper you "refute" the counterclaim?

Introduction
Conclusion
Your argument
Counter argument

5. Which part of the position paper that you have to restate the main points and final comment?

Introduction
Body: Counter Argument
Body: Your Argument
Conclusion

6. How many main points can be written in the body of the position paper?

One main point
Two main points
Three main points
Four main points

7. How many sources will you have to provide in supporting your assertions?

One source
Two sources
Three sources
No need of any source

8. What is the ideal minimum number of paragraphs in a position paper?

Two paragraphs
Three paragraphs
Four paragraphs
Five paragraphs

9. How can you make your position paper strong?

Be sure to annotate your paper
Give an educated and informed opinion with supporting evidences
Apply citations and references in the introductory part of the paper
Record your observations and post them on YouTube.

10. What part of the essay do we restate the argument of the paper?

Introduction
Body
Conclusion



Practice Task 3



DIRECTIONS. Read and comprehend the following outline of a position paper. Then, decide what issue you are going to write. After that, fill up the parts of a position paper using the template below. Your reasons or opinions should be supported by facts. In a separate sheet of paper, write your answers with a minimum of five paragraphs.

- I. Introduction- One Paragraph
 - A. Background and relevance of the issue
 - B. Thesis statement (Use prior knowledge on how to write thesis statement)
 - C. Reasons you believe what you do
- II. Body- Three paragraphs
 - A. explanation of reasons you believe what you do and its opposing viewpoints.
- III. Conclusion: One Paragraph
 - A. Restate your thesis in different words
Provide a suggestion or a call to action.

Make sure to follow the guidelines discussed above.



Post-Test

DIRECTIONS: From the list of issues/topics enumerated below, compose ONE position paper by taking a stand. You are given the privilege to choose the position on the issue, whichever is closer to your heart. In a separate sheet of paper, write your position paper. Your position paper will be rated based on the rubrics that we use on the “Optional Task.” Please remember the guidelines that we discussed in the previous pages.

TOPIC	ISSUE	PROBLEM
ABS-CBN Franchise Application	Franchise Denial of ABS-CBN Network	Are you in favor of the decision of the 70 Congressmen to deny ABS-CBN's application for franchise?
ROTC in the K-12 Curriculum	Inclusion of ROTC as one of the subjects for Senior High School Students	Is there a need for the inclusion of ROTC in the curriculum of Senior High School Program?
COVID-19 Pandemic	Government's response to COVID-19 Pandemic	Are you satisfied with the way the government responded to the health crisis brought upon by the highly contagious COVID-19?
Opening of Classes	DepEd's Readiness for School Year 2020-2021	Based on your own perception, is the department ready to facilitate the opening of classes for School Year 2020-2021?



Assignment

DIRECTIONS: From the list of Topics listed in the Post-Test section, write theses statements showing your position on the other three issues that you did not select. Write your answers in your notebook.

Assignment

TOPIC 1: _____

Issue: _____

Problem: _____

Thesis Statement: _____

TOPIC 2: _____

Issue: _____

Problem: _____

Thesis Statement: _____

TOPIC 3: _____

Issue: _____

Problem: _____

Thesis Statement: _____

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A. PRE-TEST

1. G
2. B
3. B
4. B
5. G

B. KNOWLEDGE CHECK (Learning Concept 1)

1. F
2. F
3. T

C. KNOWLEDGE CHECK (Learning Concept 2)

“ Mahatma Gandhi’s Hunger Strikes “

(1) Mohandas Gandhi (1869-1948), honored by his supporters with the name Mahatma or “great soul” was a prominent twentieth-century Indian politician and spiritual leader. Through his philosophy based on courage, truth, and non-violent resistance, he established a number of economic and social reforms for India. Furthermore, he effectively led the nation to its independence in 1947. One of his most potent forms of protest was the hunger strikes or fast.

(2) Throughout his career, Gandhi staged a total of 17 hunger strikes. The first was in 1918 to express his solidarity with mill workers. They had lost their positions because of a labor dispute and were unable to feed their families. To demonstrate his support for their cause and for their suffering. He initiated a fast, which resulted in a quick settlement and increased wages for the laborers. In 1932, he began a “fast until death” to protest discriminatory British laws.

(3) These were aimed at legalizing the caste system and segregating the dalits or untouchable caste into a separate electoral body. In 1933, the respected leader began a three-week hunger strike to protest British rule in the country. In 1939, he fasted for the same reason and to promote the cause of independent and unified India. In August 1947, his dream was realized, albeit with partitioning of greater India into the two separate nations of India and Pakistan, with a majority of Hindus in the former and a predominance of Muslim in the latter.

(4) Gandhi’s two most notable fasts were in September 1947 and January 1948. In the first, shortly after India won its independence in August 1947, the governor of Calcutta spoke of him not as “Mahatma” but as “the magician,” for he successfully ended a summer violence and bloodshed in a vicious civil war between Muslim and Hindus that had left 4000 dead and 20,000 wounded. In the second, fasted to promote tolerance among Sikhs, Hindus and Muslim. Because he was successful in achieving consensus among leaders of the various groups, it is ironic that Gandhi was assassinated 10 days later by a fellow Hindu. The militant could not tolerate his view that Muslim and Hindus were equal and no one religion was superior to another.

D. PRACTICE TASK 2

1. Three- paragraph structure
2. Conclusion
3. Counter-argument
4. Counter-argument
5. Conclusion
6. Three main points
7. Five paragraphs
8. Three sources
9. Give an educated and informed opinion with supporting evidence
10. Conclusion

E. POST- TEST

	VGE (5)	GE (4)	SE (3)	LE (2)
Content 35%				
Paper clearly states the position of the writer.				
Opening statement captures the reader's interest.				
Issue is debatable, fresh, relevant, and somehow original.				
Arguments reflect higher level of thought.				
Paper considers all possible counterarguments.				
There are sufficient pieces of evidence to support the claim.				
Paper refutes the opposing arguments logically.				
Paper aligns the arguments to the target reader's beliefs, attitude, values, and motivations.				
Paper employs appropriate method in presenting arguments.				
Paper appropriately applies logical, ethical and/or emotional appeals.				
Paper is free from logical fallacies.				
Conclusion restates the position of the writer.				
Conclusion presents feasible course of action.				
Closing statement is powerful.				

	VGE (5)	GE (4)	SE (3)	LE (2)
Organization 25%				
Paper uses organizational pattern and structure appropriate for the genre.				
Cohesive devices are effectively used.				
Ideas are correctly placed which improves the paper's organization.				
Flow of ideas is smooth and easy to read.				
Style 20%				
Paper showcases the writer's voice.				
Paper uses variety of sentence structures.				
Paper eliminates sexist language.				
Paper uses language appropriate to text.				
Paper eliminates wordiness.				
Grammar and Mechanics 10%				
Grammar is accurate.				
Spelling, capitalization, and punctuations are correctly used.				
Word choice is appropriate.				
Sentences are well-structured.				
Documentation and Sources 10%				
Paper uses citation and reference format.				
Sources are reliable.				
Sources used are relevant to the topic.				
Total				

Legend:

- VGE - to a very great extent
- GE - to a great extent
- SE - to some extent
- LE - to a little extent