SCORING RUBRIC—PROFESSIONAL WRITING

	Non-	Below	Basic Developing	Proficient	Distinguished	Assessed
	performance	Expectations Needs				Score
C	N	Improvement	This document	This document	This document	
Grammar	No writing	This document				
	or	demonstrates a weak	demonstrates a	demonstrates a	demonstrates an	
	submission	command of	basic some	proficient	excellent command	
	exists.	standard American	command of	command of	of <u>standard</u>	
		English grammar	<u>standard</u>	standard American	American English	
		conventions that is	<u>American</u>	English grammar	grammar	
		below expectations.	English	conventions. It	conventions. It	
		It contains more	grammar	contains four to	contains very few to	
		than twelvean	conventions. It	eight very few	no grammatical,	
		excessive number of	contains nine to	grammatical,	spelling, or	
		grammatical,	twelvemany	spelling, or	punctuation errors.	
		spelling, or	grammatical,	punctuation errors.		
		punctuation errors	spelling, or	Those errors do not		
		that make the	punctuation	impede the reader's		
		document	errors. The	understanding of		
		challenging to read	errors interrupt	the document.		
		and understand.	the flow of the			
			document and			
			impede the			
			reader's			
			understanding.			
Clarity_and	No writing	Over ten percent	Six to ten	Five percent or	Sentences flow	
conciseness	or	of Many of the	percent	fewer of Few of the	smoothly, vary in	
	submission	sentences are	of Several of the	sentences are	length, and are well	
	exists.	awkward,	sentences are	awkward,	constructed; the	
	onious.	incorrectly	awkward,	incorrectly	document contains	
		constructed, or	incorrectly	constructed, or	little to no	
L		constructed, of	incorrectly	constructed, or	Title to no	

Formatted: Font: (Default) Times New Roman, 12 pt
Formatted: Left
Formatted Table

Formatted: Left

		wordy. Writing	constructed, or	wordy. Writing	wordiness. Writing	
		exhibits a	wordy. Writing	exhibits a	exhibits a	
		problematic	exhibits a basic	proficient	distinguished	
		understanding of	understanding of	understanding of	understanding of	
		tight writing with a	tight writing	tight writing with a	tight writing with an	
		minimum of	with a minimum	minimum of	absence of	
		unnecessary	of unnecessary	unnecessary	unnecessary	
		prepositional	prepositional	prepositional	prepositional	
		phrases,	phrases,	phrases,	phrases, unnecessary	
		unnecessary	unnecessary	unnecessary	hedging,	
		hedging,	hedging,	hedging,	unnecessary	
		unnecessary	unnecessary	unnecessary	adjective or	
		adjective or	adjective or	adjective or	adverbial phrases	
		adverbial phrases	adverbial	adverbial phrases	and clauses, and	
		and clauses, and	phrases and	and clauses, and	unnecessary	
		unnecessary	clauses, and	unnecessary	repetition.	
		repetition.	unnecessary	repetition.		
			repetition.			
Active voice	No writing	Over ten percent	Six to ten	Five percent or	Sentences are in	
	or	of Many of the	percent	fewer of Few of the	active voice; passive	
	submission	sentences are in	of Several of the	sentences are in	construction appears	
	exists.	unnecessary passive	sentences are in	unnecessary	only when the	
		voice.	unnecessary	passive voice.	receiver of the action	
			passive voice.		is more important	
					than who did the	
					action.	
Concrete words	No writing	This document	This document	This document	Sentences	
and definiteness	or	demonstrates a	demonstrates a	demonstrates a	demonstrate a clear	
	submission	below-expectations	basic	proficient	and excellent	
	exists.	understanding of the	understanding of	understanding of	understanding of	
		concepts of focus of	the concepts of	the concepts of	focus and concrete	
		focus and concrete	focus and	focus and concrete	words in writing.	
		words in writing.	concrete words	words in writing.	Pronouns lack	

Formatted: Left

			in writing. Many ambiguous words exist in the document.	Most pronouns lack ambiguity and occur only when necessary.	ambiguity and occur only when necessary.
Coherence	No writing or submission exists.	Paragraphs lack topic sentences, and/or lack consistency (i.e., one idea/theme runs through paragraph); transitions between paragraphs either are either unclear or non-existent.	Paragraphs have basic topic sentences, although these sentences may not be internally consistent (i.e., one idea/theme runs through paragraph); transitions between paragraphs needs development	Paragraphs have somewhat focused topic sentences, are mostly internally consistent (i.e., one idea/theme runs through paragraph); transitions between paragraphs allow reader to follow thread of argument	Paragraphs have focused topic sentences, are internally consistent (i.e., one idea/theme runs through paragraph); transitions between paragraphs allow reader to easily follow thread of argument
Support/evidence	No writing or submission exists.	Argument has little evidence considered credible by the audience; document needs detail to support the main points of the document	Argument has some evidence considered credible by the audience; document needs detail to support the main points of the document	Argument is supported by limited accurate evidence considered credible by the audience; audience; appropriate detail exists to support the main points of the document	Argument is clearly supported by multiple pieces of accurate evidence considered credible by the audience; sufficient detail to support the main points of the document
Audience	No writing or	The writing demonstrates writing demonstrates a	The writing meets the requirements of the	The writing meets the requirements of the assignment,	The writing meets the requirements of the assignment, engages

submission below- average assignment, engages the the audience, a	nd
exists. familiarity with engages the audience, and demonstrates a	n
audience analysis and audience, and demonstrates an excellent familia	arity
purpose. writing. demonstrates an above average with audience a	nalysis
Content, structure, average familiarity with and purpose.	
and language of familiarity with audience analysis Content, struct	ure,
document does not audience analysis and purpose. and language of	of
match the intended and purpose. Content, structure, document are	
audience. Content, and language of excellently ma	tched
structure, and document are with the intend	led
language of proficiently audience	
document are matched with the	
basically intended audience.	
matched with	
the intended	
audience.	
Formatting and No writing Document follows Document Document follows Document follows	ows
structure or few to no formatting follows some most formatting all formatting	
submission instructions in the formatting instructions in the instructions in	the
exists. assignment; when instructions in assignment; when assignment; w	hen
appropriate, it meets the assignment; appropriate, it appropriate, it	meets
few to no APA when meets most APA all APA forma	
formatting appropriate, it formatting requirements	•
requirements in title meets some requirements in for title page, in-to-	
page, in-text basic APA title page, in-text citation, and	
citation, and formatting citation, and references cita	tions.
references citations. requirements in references	
for title page, in- citations.	
text citation, and	
	1
references	