

SCORING RUBRIC—PROFESSIONAL WRITING

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

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

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			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 <u>limited</u> accurate evidence considered credible by the audience ; <u>audience</u> ; <u>appropriate</u> detail exists to support the main points of the document	Argument is clearly supported by <u>multiple pieces of</u> accurate evidence considered credible by the audience; sufficient detail to support the main points of the document	
Audience	No writing or	The writing <u>demonstrates writing</u> <u>demonstrates</u> 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 exists.	below- average familiarity with audience analysis and purpose. writing. Content, structure, and language of document does not match the intended audience.	assignment, engages the audience, and demonstrates an average familiarity with audience analysis and purpose. Content, structure, and language of document are basically matched with the intended audience.	engages the audience, and demonstrates an above average familiarity with audience analysis and purpose. Content, structure, and language of document <u>are</u> proficiently matched with the intended audience.	the audience, and demonstrates an excellent familiarity with audience analysis and purpose. Content, structure, and language of document are excellently matched with the intended audience	
Formatting and structure	No writing or submission exists.	Document follows few to no formatting instructions in the assignment; when appropriate, it meets few to no APA formatting requirements in title page, in-text citation, and references citations.	Document follows some formatting instructions in the assignment; when appropriate, it meets <u>some</u> basic APA formatting requirements in for title page, in-text citation, and references citations.	Document follows most formatting instructions in the assignment; when appropriate, it meets most APA formatting requirements in for title page, in-text citation, and references citations.	Document follows all formatting instructions in the assignment; when appropriate, it meets all APA formatting requirements in for title page, in-text citation, and references citations.	