

Grading Rubrics (100%) on the Assignment on Using Plain English

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My Favorite Assignment

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A. Content (80%)

Part II (30%)

- a. The summary covers the major contents of Plain English (20%):
 - Keep sentences short
 - Prefer active verbs
 - Use 'you' and 'we'
 - Give instructions where appropriate
 - Avoid nominalizations
 - Use lists where appropriate
- b. Reflection (10%)
 - Thoughtful
 - Relevant
 - Positive

Part IV (40%)

- a. The scenario is complete, clear, and accurate for the workplace communication. (15%)
- b. The chosen genre for responding to the scenario is proper and effective. (5%)
- c. The format of the genre is correct. (5%)
- d. The responding document to the scenario displays the major features of Plain English, including short sentences, action verbs, using of lists or instruction and “you” or “we.” (15%)

Part V (10%)

- a. The peer response provides constructive and encouraging feedback. (5%)
- b. The peer response explains the reasons behind the feedback. (5%)

B. Language Mechanics (20%)

- a. Sentence Grammar (5%)
- b. Punctuation (5%)
- c. Capitalization (5%)
- d. Spelling (5%)