

**University of Puerto Rico
Rio Piedras campus
School of Business Administration
Business Communication Department
INCO 4006**

Problem Statement Rubric¹

Criteria	3 Excellent	2 Good	1 Poor	Score
Clear & Concise	Written clearly and unambiguous, Written concisely	Written mostly clear and unambiguous, and with some conciseness	Written unclear , ambiguous, and wordy	
Word usage and Mechanics	Correct grammar , spelling capitalization, and punctuation	Some grammar errors, Some errors on mechanics	Many grammar and mechanics errors	
Components and Format	Included all the components of the Problem Statement, and Used the format required	Some components are considered, followed most format aspects	Most components and format are not considered	
Pertinence	The topic is pertinent	Some pertinence	Not pertinent	
Attitude	Accepted most colleagues feedback	Accepted some colleagues feedback	Argumentative on the feedback offered	

Comments:

¹ Prepared by Aida Andino Pratts, Ph.D., Post doctorate certified, October 2013