

Written Communication Skills Rubric

Student _____ Course _____ Date _____

Intended Outcome: the student will use clear and concise communication in the written form.

| Performance Area | Rating = 4 | Rating = 3 | Rating = 2 | Rating = 1 | Score |
|-------------------------|--|---|---|--|-------|
| Structure | Written work has clear and appropriate beginning, development and conclusion. Paragraphing and transitions are also clear and appropriate. | Written work has adequate beginning, development and conclusion. Paragraphing and transitions are also adequate. | Written work has weak beginning, development and conclusion. Paragraphing and transitions are also deficient. | Organizational structure and paragraphing have serious and persistent errors. | |
| Content | The length of the written work provides in-depth coverage of the topic, and assertions are clearly supported by evidence. | The length of the written work is sufficient to cover the topic, and assertions are supported by evidence. | Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence. | Written work does not cover the assigned topic, and assertions are not supported by evidence. | |
| Mechanics | Written work has no major errors in word selection and use, sentence structure, spelling, punctuation, and capitalization. | Written work is relatively free of errors in word selection and use, sentence structure, spelling, punctuation, and capitalization. | Written work has several major errors in word selection and use, sentence structure, spelling, punctuation, and capitalization. | Written work has serious and persistent errors in word selection and use, sentence structure, spelling, punctuation, and capitalization. | |
| Total | | | | | |
| Overall Score = Total/3 | | | | | |