Business, Computer and Information Technology Department
Writing Rubric

Name _____   Assignment _____

Points Earned ( ) _____

Objectives	Below Basic 0-2 points	Basic 3-4 points	Proficient 5-6 points	Excellent 7-8 points	Total Points Earned
Content	Superficial and/or minimal content	Limited content with inadequate elaboration or explanation.	Sufficiently developed content with adequate elaboration or explanation.	Substantial, specific and/or illustrative content demonstrating strong development and sophisticated ideas.	
Organization	Minimal control of content arrangement	Confused or inconsistent arrangement of content with or without attempts at transition.	Functional arrangement of content that sustains a logical order with some evidence of transitions.	Sophisticated arrangement of content with evident and/or subtle transitions.	
Style	Minimal variety n word choice and minimal control of sentence structures	Limited word choice and control of sentence structures that inhibit voice and tone.	Generic use of a variety of words and sentence structures that may or may not create writer's voice and tone appropriate to audience	Precise, illustrative use of a variety of words and sentence structures to create consistent writer's voice and tone appropriate to audience.	
Conventions	Minimal control of grammar, mechanics, spelling, usage and sentence formation	Limited control of grammar, mechanics, spelling, usage and sentence formation	Sufficient control of grammar, mechanics, spelling, usage and sentence formation	Evident control of grammar, mechanics, spelling, usage and sentence formation	
Comments:					