## Business, Computer and Information Technology Department Writing Rubric

Name	Assignment
Points Earned ( )	

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