

Written Communication Rubric

	0 – Unsatisfactory	1 -- Satisfactory	2 -- Superior	Score
Organization & Development of Ideas	<ul style="list-style-type: none"> ▫ No, or poorly communicated, introduction ▫ No clear thesis ▫ Little or no logical connection from one idea to the next ▫ Basic or little understanding of topic. ▫ Little evidence of author's original thinking. ▫ Conclusion (when needed) absent or perfunctory 	<ul style="list-style-type: none"> ▫ Introduction implies but does not clearly state thesis, purpose and/or organization of paper ▫ Thesis present but not fully developed ▫ Generally thoughtful development of argument with some gaps in logic or reasoning. ▫ Competent understanding of topic. ▫ Some evidence of author's original thinking ▫ Conclusion (when needed) briefly summarizes paper but does not tie it into a coherent whole. 	<ul style="list-style-type: none"> ▫ Clear introduction states thesis, purpose and organization of paper ▫ Thesis clear and well-developed ▫ Logical arguments and analysis are easy to follow ▫ Thorough understanding of topic. ▫ Significant evidence of author's original thinking (e.g. persuasive synthesis of information) ▫ Conclusion (when needed) is clear and comprehensive. 	
Tone & Word Choice	<ul style="list-style-type: none"> ▫ Tone overly informal. ▫ Incorrect/inappropriate word choice often interferes with communication 	<ul style="list-style-type: none"> ▫ Tone generally professional. ▫ Word choice generally correct/appropriate. 	<ul style="list-style-type: none"> ▫ Tone consistently professional. ▫ Word choice precise, correct and appropriate. 	

	0 – Unsatisfactory	1 -- Satisfactory	2 -- Superior	Score
Spelling & Punctuation	<ul style="list-style-type: none"> ▫ Frequent errors (average 3 or more per page) ▫ Errors interfere with communication 	<ul style="list-style-type: none"> ▫ Occasional errors (average 1-2 per page) ▫ Errors do not substantially interfere with communication 	<ul style="list-style-type: none"> ▫ Very few errors (av. fewer than 1 per page) ▫ Errors do not interfere with communication 	
Grammar, Sentence & Paragraph Structure	<ul style="list-style-type: none"> ▫ Sentences regularly contain grammatical errors or other problems that interfere with communication ▫ Many paragraphs do not contain a topic sentence ▫ Paragraphs generally lack focus ▫ Quotations are often irrelevant ▫ Quotations often interrupt the flow of writing 	<ul style="list-style-type: none"> ▫ Sentences are generally grammatically correct but occasionally awkward ▫ Most paragraphs contain a topic sentence ▫ Paragraphs generally focused and coherent. ▫ Quotations generally add value ▫ Quotations occasionally interfere with flow of writing. 	<ul style="list-style-type: none"> ▫ Sentence structure makes paper easy to read ▫ Each paragraph contains a topic sentence ▫ Paragraphs are focused and coherent ▫ Quotations add value ▫ Quotations are integrated seamlessly. 	

	0 – Unsatisfactory	1 -- Satisfactory	2 -- Superior	Score
Sources & References	<ul style="list-style-type: none"> ▫ Sources for facts, quotations and ideas not properly indicated. ▫ Sources do not support the author's points. ▫ Too few sources used. 	<ul style="list-style-type: none"> ▫ Where appropriate, sources for most facts, quotations and ideas are properly indicated. ▫ Sources generally support the author's points. ▫ More or a greater variety of sources should be used. 	<ul style="list-style-type: none"> ▫ Where appropriate, sources for all facts, quotations and ideas are properly indicated. ▫ Sources consistently support author's points. ▫ Appropriate variety of sources. 	
				Total:

Source: Montana State University