

## WRITTEN COMMUNICATION RUBRIC

	<b>4 – EXEMPLARY</b>	<b>3 - PROFICIENT</b>	<b>2 - EMERGING</b>	<b>1 - NOVICE</b>
<b>Context and Purpose</b>	<b>Demonstrates</b> a thorough understanding of context, audience and purpose and follows instructions of assigned task, including an effective introduction and conclusion	<b>Demonstrates</b> adequate consideration of context, audience, and purpose and follows instructions of assigned task, including an introduction and conclusion	<b>Demonstrates</b> awareness of context, audience and purpose and attempts to follow instructions of assigned task, including a minimal introduction and conclusion	<b>Demonstrates</b> minimal attention to context, audience, purpose, and instructions of assigned task
<b>Focus</b>	<b>Formulates</b> a clear, strong, and defensible thesis and <b>focuses</b> all parts of the work on that thesis	<b>Formulates</b> a clear and defensible thesis and <b>focuses</b> nearly all parts of the work on that thesis	<b>Formulates</b> an adequate thesis and <b>attempts</b> to focus the work on the thesis	<b>Formulates</b> a weak and/or indefensible thesis and <b>demonstrates</b> little understanding of focus
<b>Development</b>	Effectively <b>develops</b> the thesis with specific, relevant, and compelling content to indicate mastery of the subject	<b>Develops</b> the thesis with specific, convincing, and relevant content.	<b>Uses</b> relevant content to explore the subject through most of the work	<b>Uses</b> simple or inadequate content to explore the subject through some of the work
<b>Organization</b>	<b>Organizes</b> major and supporting ideas logically, consistently, and with clear transitions which smoothly link ideas	<b>Organizes</b> major and supporting ideas logically with some transitions to smoothly link ideas	<b>Arranges</b> ideas in a somewhat logical organization to prevent confusion	<b>Arranges</b> ideas in a confusing order
<b>Mechanics</b>	<b>Uses</b> graceful language that skillfully communicates meaning with clarity, concision, and fluency, in correct and varied sentence structure and is virtually free of errors	<b>Uses</b> straightforward language that generally conveys meaning with few errors and shows understanding of correct and varied sentence structure	<b>Uses</b> language that generally conveys meaning with clarity, although writing may contain some errors, including sentence structure <b>Shows</b> an attempt to proofread for errors	<b>Uses</b> language that sometimes impedes meaning because of errors, usage and/or sentence structure and <b>shows</b> lack of proofreading
<b>Supporting materials/ information literacy (if applicable)</b>	<b>Selects</b> authoritative, accurate, reliable, and timely scholarly and/or trade sources that are relevant to the topic; adjusts topic accordingly <b>Integrates</b> and <b>balances</b> paraphrasing, summarization, and quotation to support thesis and points, while respecting source material’s original context <b>Uses</b> proper references & citations for all sources	<b>Selects</b> authoritative, accurate, reliable, and timely scholarly and/or trade sources that are relevant to the topic <b>Integrates</b> paraphrasing, summarization, and quotation to support thesis and points <b>Uses</b> proper references & citations for all sources	<b>Selects</b> sources that are relevant to the topic, but some may lack authority, accuracy, reliability, or timeliness <b>Relies</b> too heavily on paraphrasing or summarization or quotation of information supporting thesis and points <b>Uses</b> references & citations for sources with a minimum of errors or problems <b>May plagiarize</b> incrementally	<b>Selects</b> sources that are irrelevant or only marginally relevant to the topic and lack authority, accuracy, reliability, and timeliness <b>Omits</b> information supporting thesis and points, or sources were quoted only, or sources were improperly quoted <b>Neglects</b> references or citations, or references or citations have significant errors <b>May plagiarize</b> egregiously, whether deliberate or not