

Appendix A5: Sample Written Communication Rubric

Paper #2: Draft Evaluation

For: _____

Focus/Argument Points out of 56	Excellent (7)	Satisfactory (5)	Needs Work (3)
Thesis			
Overall argument			
Acknowledgement of other's ideas			
Support—logical explanations/analysis			
Support—quotes from outside resources			
Depth of analysis			
Range of resources			
Audience awareness			
Structure/Organization Points out of 56	(8)	(6)	(3)
Introduction			
Order of points			
Cohesion/Coherence			
Integration of quotes			
Transitions—within paragraphs			
Transitions—between paragraphs			
Conclusion			
Style Points out of 28	(7)	(5)	(3)
Tone			
Word use/Vocabulary			
Sentence construction			
Sentence variety			
Documentation Points out of 21	(7)	(5)	(3)
In-text citations			
Paraphrasing			
Works Cited page			
Formatting Points out of 20	(5)	(3)	(1)
Paper layout			
Grammar			
Punctuation			
Spellcheck/Proofreading			