

Written Communication Skills Rubric

Faculty Name	
Course # /Name, Department	
Semester/Year	
Student	

	Unacceptable	Does not meet expectations	Meets expectations	Exceeds expectations	Total
Structure	Organizational structure and paragraphing have serious and persistent errors.	Written work has weak beginning, development and/or conclusion. Paragraphing and transitions are also deficient.	Written work has adequate training, development and conclusion. Paragraphing and transitions are also adequate.	Written work has clear and appropriate beginning, development and conclusion. Paragraphing and transitions are also clear and appropriate.	
Content	Written work does not cover the assigned topic, and assertions are not supported by evidence.	Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence.	The length of the written work is sufficient to cover topic, and assertions are supported by evidence.	The length of the written work provides in-depth coverage of the topic, and assertions are clearly supported by evidence.	
Mechanics	Written work has serious and persistent errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.	Written work has several major errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.	Written work is relatively free of errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.	Written work has no major errors in word selection and use, sentence structure, spelling, punctuation, and capitalization.	

Scoring Categories	Definition of score category
0-5	Unacceptable
6-10	Does not meet expectations
11-15	Meets expectations
16-20	Exceeds expectations