**WRITING RUBRIC**

*Please review the following. This will be the standard for all writing assignments.*

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| **CRITERIA** | **BELOW STANDARD** | **SATISFACTORY** | **ABOVE STANDARDS** |
| **Professional Format, Tone** | Not suitably formatted, tone or word choice inappropriate | Most formatting followed, tone is average | Very professional, tone lends itself to proper audience comprehension |
| **Introduction, Conclusion** | There is no clear main idea or conclusion | Main points for both an introduction and conclusion are well-known | Not only are the Intro and Conclusion known but inspire a call to action or next steps. Leaves reader thinking more |
| **Spelling, Punctuation, Grammar** | Multiple errors which distract the reader | Infrequent errors but overall they do not take away from the message | Almost no errors |
| **Organization** | Rambles, not concise, lack of logical flow | Minor issues affecting cohesion, audience is able to understand | Easy to understand, concise and clear, there is clear focus |
| **Sentence Structure, Transitions** | Reading is disjointed lacks clear progression from one idea to another | Most of the sentences are easy to read throughout the paragraph, minor concerns | Well-built sentences and transitions which aid in clear readability |
| **Background Information** | Lacks original thought or critical thinking. Lacks support to points | Occasional reference to class material or citations of outside work | Cited references, statements supported well and originality brought to tie work together |