GENERAL WRITING RUBRIC

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | 4 | 3 | 2 | 1 |
| Sentences + content | Sentences and paragraphs are complete, and all the email includes all the necessary information | There is some important information missing, even though the sentences are complete and well-structured | Most sentences are complete and well-constructed but a lot of relevant information is missing | Disorganised and messy sentences and paragraphs, and the information included is also disorganised and irrelevant |
| Format and paragraphs | Each writing point is expressed in a clear way in different paragraphs | Some parts are mixed up and confusing and the information is not properly structured into paragraphs | The information expressed is disorganised and even though there are some paragraphs, they are very confusing | Very disorganized information, no paragraphs |
| Grammar & Spelling (conventions) | The writer makes no mistakes in grammar or spelling | The writer makes 1-2 mistakes in grammar and/or spelling | The writer makes 3-4 grammar and/or spelling | The writer makes more than 4 mistakes in grammar and/or spelling |
| Ideas | The ideas were expressed in a clear and organized fashion. It was easy to figure out what the email was about | The ideas were expressed in a pretty clear manner, but the organization could have been better | The ideas were somewhat organized, but not very clear. It took more than one reading to figure out what the email was about | The email seemed to be a collection of unrelated sentences. It was very difficult to figure out what it was about |
| Capitalization and punctuation | The writer makes no mistakes in capitalization and punctuation | The writer makes 1-2 mistakes in capitalization and punctuation | The writer makes 3-4 mistakes in capitalization and punctuation | The writer makes more than 4 mistakes in capitalization and punctuation |