# Short Essay Rubric

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions:** Please read each rubric level and determine how your short essay compares and then place a whole number or decimal fraction indicating how you rate your work. Place your rating in the space provided at the bottom of the rubric.

**Standard:** The short essay should be easy to read. It should leave no “why” questions. It all statements are accurate. Rubrics and rating scales are completed by the short essay developer as a means of self -assessment.

**Exemplary Performance: Rating = 3**

The short essay was easy to read, it leaves no “why” questions and all statements are accurate. All required short essay components were typed, well written, and very well organized. The short essay was self-assessed with the rubrics/rating scales.

**Sound Performance: Rating = 2**

The short essay was easy to read, it leaves some “why” questions or some statements are inaccurate. All required short essay components were typed, well written, and very well organized. The short essay was self-assessed with the rubrics/rating scales.

**Beginning Performance: Rating = 1**

The short essay was easy to read, question is not fully answered or all statements are inaccurate. All required short essay components were typed, well written, and very well organized. The short essay was self-assessed with the rubrics/rating scales.

**Not Yet Performance: Rating = 0**

The short essay was easy to read, question is not fully answered and all statements are inaccurate. All required short essay components were typed, well written, and very well organized. The short essay was self-assessed with the rubrics/rating scales.

**Short Essay Rating Table:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question** | | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |  |
| **3** | |  |  |  |  |  |  |  |  |  |  |
| **2** | |  |  |  |  |  |  |  |  |  |  |
| **1** | |  |  |  |  |  |  |  |  |  |  |
| **0** | |  |  |  |  |  |  |  |  |  |  |
|  | **Total Points for Test** | | | | | | | | | |  |

**Note: see example below**

**Comments:**

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1. Your birthday is next week and your father asks you what software you might need for your given career choice. Give him a list of software you think you might use in your future career field.
2. Explain to your sister the ways software is distributed.
3. What is a utility program? Describe the functions of three utility programs.
4. Your mother’s work has changed the way things are done at her work and she now has to use Web-based software. She doesn’t like change so explain to her the advantages of using Web-based software.
5. You’ve been asked to explain how a computer communicates with itself. How would you explain a bit and describe how a series of bits represents data? Also, define a byte and include in your answer how this term relates to bit.
6. Your aunt saw a movie that used the word “input” relative to a computer. Define input for her. And give her a list four input devices as examples to help her understand.
7. Define for the same aunt in question six the term output so that she can see the difference. Describe the four categories of output for her as well.
8. Your technology weak friend is thinking about ordering a computer and she asks you for advice about how to configure the computer (what stuff to get). As part of your advice, explain to her the relationship between graphics chips (video cards) and monitors.
9. Compare and contrast the characteristics of ink-jet printers, photo printers, and laser printers using a table. Which one would you recommend for a business that prints lots of documents and wants to use a networked printer?

**Example of a table filled in:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |  |
| **3** | **3** |  | **3** |  |  | **3** |  |  | **9** |
| **2** |  | **2.5** |  | **2.5** | **2** |  |  | **2** | **9** |
| **1** |  |  |  |  |  |  | **1.5** |  | **1.5** |
| **0** |  |  |  |  |  |  |  |  |  |
| **Total Points for Test** | | | | | | | | | **19.5** |