

Grading Rubric for Written Assignments

	Exceptional (A)	Acceptable (B)	Substandard (C-D)	Unacceptable (F)
Format/Layout	Follows the formatting conventions for this type of writing. Shows mastery of use of fonts, spacing, indenting, bolding, etc.	Follows the formatting conventions for this type of writing. Shows competence with use of fonts, spacing, indenting, bolding, etc.	Generally follows the conventions of this type of writing. Shows minimal understanding of how fonts, spacing, indenting, bolding, etc. are used effectively.	Shows little or no understanding of the conventions of this type of writing. Ineffective because of mistakes in use of fonts, spacing, indenting, bolding, etc.
Content/Structure	Ideas well organized and logically laid out always or almost always. Shows superior understanding of subject.	Ideas well organized and logically laid out with competence. Shows commonplace understanding of subject.	Minimal organization and logical progression of ideas. Shows partial or limited understanding of the subject.	Little or no organization or logical flow of ideas. Shows a great deal of misunderstanding about the subject.
Style/Tone/Voice	Shows exceptional use of tone and style. Speaks to the reader with precise, concise, appropriate language and choice of words.	Shows competent use of tone and style. Makes good word choices.	Shows minimal attention to tone and style. Shows poor usage or ineffective word variation.	Shows little or no understanding of appropriate tone. Uses inappropriate language and word choice.
Conventions: Grammar, spelling, proper paragraphs, capitalization, punctuation, word usage, etc.	Uses the required conventions correctly always or almost always.	Uses the required conventions with competence.	Uses the required conventions with limited ability.	Does not use the required conventions properly. Multiple errors distract from the message and lose credibility.
Additional				
Comments:				