

**WRITING STYLE (15%)****Appropriate for audience**

4

3

2

1

0

Paper is written so it is clear and understandable to the audience.

Paper is written so it is somewhat clear and understandable to the audience.

Paper is written in a manner that is totally unclear to the audience.

**Writing Mechanics**

6

5

4

3

2

1

0

Grammar, punctuation, usage and spelling enhance paper quality.

A few mechanical errors, but still readable by reader.

Many mechanical errors severely distract from meaning of paper which makes it unreadable.

**Use of Passive Voice and Past Tense**

5

4

3

2

1

0

Both are used throughout most of the paper.

One and/or the other are only used sometimes throughout the paper.

Neither one is used at all anywhere in the paper.