

## Written Communication Rubric

Name of Student:

Date Completed:

WRITTEN COMMUNICATION OUTCOMES	<u>NOVICE</u>	<u>TRANSITION</u>	<u>INTERMEDIATE</u>	<u>TRANSITION</u>	<u>ADVANCED</u>
	Awareness or Base Level Knowledge	From Novice to Intermediate	Apply the concept somewhat	From Intermediate to Advanced	Intentional and Effective Application
<b>Purpose</b>	Does not exhibit the ability to identify different purposes and types of communication.		Can occasionally identify and adjust to specific purposes of communication (e.g. entertain, inspire, motivate, understanding, accurate recall, persuasion, decision making).		Can consistently identify and adjust to specific purposes of communication (e.g. entertain, inspire, motivate, understanding, accurate recall, persuasion, decision making).
<b>Structure</b>	Written work has weak beginning, development, and conclusion. Main idea is not clear. Paragraphs and transitions are weak.		Written work has adequate beginning, development, and conclusion. Main idea is vague or does not match with the argument. Paragraphs and transitions are adequate.		Written work has clear and appropriate beginning, development, and conclusion. Main idea is clearly communicated. Paragraphs and transitions are clear and appropriate.
<b>Content</b>	Written work does not adequately address the topic. Assumptions or claims are not supported by evidence.		Written work is sufficient to cover the topic. Assumptions or claims are supported by evidence.		Written work provides in-depth coverage of the topic. Assumptions or claims are clearly supported by evidence.
<b>Mechanics</b>	Written work has persistent errors in word selection and use, sentence structure, spelling, punctuation, and/or capitalization.		Written work has occasional errors in word selection and use, sentence structure, spelling, punctuation, and/or capitalization.		Written work is relatively free of errors in word selection and use, sentence structure, spelling, punctuation, and/or capitalization.

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	Awareness or Base Level Knowledge	From Novice to Intermediate	Apply the concept somewhat	From Intermediate to Advanced	Intentional and Effective Application
<b>Context</b>	Does not select the correct and appropriate method in which to communicate written information. Is not aware of the needs of the audience.		Selects the correct and appropriate method in which to communicate written information. Is aware of some of the needs of the audience and tries to meet those needs.		Consistently selects the correct and appropriate method in which to communicate written information. Is fully aware of the needs of the audience and tries to meet those needs..

**COMMENTS:**