

**WRITTEN COMMUNICATION SKILLS RUBRIC****Assessment of Effective Written Communication and Self Expression**

<b>NAME:</b>		<b>COURSE:</b>		<b>DATE:</b>	
<b>Intended Outcome: The student will clearly and effectively communicate his/her message</b>					
<b>Performance Area</b>	<b><i>Score = 3</i></b> <b><i>Exceptional</i></b>	<b><i>Score = 2</i></b> <b><i>Proficient;</i></b> <b><i>Meets standards</i></b>	<b><i>Score = 1</i></b> <b><i>Needs</i></b> <b><i>Improvement</i></b>	<b><i>Score = 0</i></b> <b><i>Does not meet</i></b> <b><i>standards</i></b>	<b>Score</b>
<b>Structure</b>	Written work has clear and appropriate beginning, development, and conclusion. Paragraphing and transitions are also clear and appropriate.	Written work has an adequate beginning, development, and conclusion. Paragraphing and transitions are also adequate.	Written work has weak beginning, development, and conclusion. Paragraphing and transitions are also deficient.	Organizational structure (and paragraphing) have serious and persistent errors.	
<b>Content</b>	The length and breadth of the written work provides in-depth coverage of the topic, and assertions are fully supported by evidence.	The length and breadth of the written work is sufficient to cover the topic, and assertions are adequately supported by evidence.	Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence.	Written work does not cover the assigned topic, and assertions are not supported by evidence.	
<b>Mechanics</b>	Written work has no major errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	Written work is relatively free of errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	Written work has several major errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	Written work has serious and persistent errors in word selection and use (and sentence structure, spelling, punctuation, and capitalization).	
<b>Total:</b>					
<b>Overall Score (Optional):</b>					
<b>COMMENTS:</b>					