### Written Communication Assessment Rubric

<table>
<thead>
<tr>
<th>Student</th>
<th>Course:</th>
<th>POSSIBLE POINTS</th>
<th>ACTUAL POINTS</th>
</tr>
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<tbody>
<tr>
<td>Reviewer:</td>
<td>Date:</td>
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</tbody>
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Unacceptable=1   Marginal=2   Acceptable=3   Good=4   Exceptional=5

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#### Organization
1. No structure or purpose........................................ 4
2. Difficult to follow and purpose not clear. 8
3. Limited structure, continuity, and purpose poorly stated. 12
4. Logical structure with clear purpose. 16
5. Logical structure, easy to follow clearly with stated purpose. 20

#### Content
1. Clearly no knowledge of subject matter........................ 8
2. Limited knowledge of subject matter with no interpretation or analysis. 16
3. Only basic concepts are demonstrated with limited interpretation. 24
4. At ease with content and able to elaborate and explain to some degree. 32
5. Demonstration of full knowledge of subject with complete interpretation. 40

#### Format
1. Work is illegible, inconsistent format, many changes in font type, size, etc. 4
2. Figures and tables are illegible and lack information. 8
3. Mostly consistent format. Figures and tables are legible, but lack information. 12
4. Format is generally consistent, including heading styles and captions. Figures and tables are neat and provide intended information. 16
5. Consistent format, including heading styles, captions. Figures and tables are logical, neat and present complete information. 20

#### Spelling & Grammar
1. Numerous spelling and grammatical errors.......................... 2
2. Several spelling and grammatical errors. 4
3. Minor misspellings and/or grammatical errors. 6
4. Negligible misspellings and/or grammatical errors. 8
5. No misspellings and/or grammatical errors. 10

#### References
1. No references....................................................... 2
2. Referencing system but inadequate references. 4
3. Consistent referencing system with minor inadequacies in references. 6
4. Reference section complete and comprehensive. 8
5. Consistent and logical referencing system. 10

TOTAL= 100