**Written Communication Rubric Sample**

Assignment:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Writer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **Exemplary [5]***Exceeding performance expectations* | **Proficient [4]***Delivering to the expectations* | **Developing [3]***Adequate performance, but w/underperforming elements to be addressed* | **Limited [2]***Significant number of underperforming elements* | **Absent [1]***No evidence of this criteria* |
| **CONTEXT** | **Exemplary****[5]** | **Proficient****[4]** | **Developing****[3]** | **Limited****[2]** | **Absent****[1]** |
| The language used is appropriate to the audience |  |  |  |  |  |
| The writing demonstrates an understanding of the purpose and circumstances of the task |  |  |  |  |  |
| The writing meets the assignment’s specifications. |  |  |  |  |  |
| **CONTENT**  | **Exemplary [5]** | **Proficient [4]** | **Developing [3]** | **Limited [2]** | **Absent [1]** |
| Appropriate, relevant, and compelling content to convey thoughts and ideas |  |  |  |  |  |
| Thoroughly developed with evidence, details, and/or examples to convey thoughts and ideas |  |  |  |  |  |
| **Genre & Disciplinary conventions** | **Exemplary [5]** | **Proficient [4]** | **Developing [3]** | **Limited [2]** | **Absent [1]** |
| Successful execution of presentation, formatting, and stylistic choices |  |  |  |  |  |
| The writing contains clear purpose, organization, and structure. |  |  |  |  |  |
| **Control of syntax & mechanics** | **Exemplary [5]** | **Proficient [4]** | **Developing [3]** | **Limited [2]** | **Absent [1]** |
| Language communicates meaning to readers with clarity and fluency, and is error-free. |  |  |  |  |  |
| Ethical and professional use of sources |  |  |  |  |  |
| [Add Additional Criterion as appropriate for your assignment]  |  |  |  |  |  |

**Overall Assessment:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Priorities for revision (if assessment is for a draft) or final comments:**