

Grading Rubric For Effective Written Communication

Student: \_\_\_\_\_

Graded By: \_\_\_\_\_

Category	Elements		Grade	Comments
Format	____ Title Page (Caps/Spacing/Turabian)	____ Spacing	40	
	____ 1” Margins	____ Headings (Turab./Included/Follow Outline)		
	____ Font (Romans 12)	____ Quotes/Block (Punct./Length/Intro./ Expln)		
	____ Page Numbers (Non Front Matter/ Placement)	____ Footnotes (Spacing/Complete/Punct.)		
	____ Length	____ Bibliography (Alphabt./Spacing/ complete/Punctuation/ 10 = (4))		
Style	____ Grammar	____ Sentence Structure (Frag/Run-on/ Coherence)	48	
	____ Capitalization	____ Verb Agreement (Subject-Verb Agreement/ Plural & Singular)		
	____ Punctuation	____ Contractions		
	____ Spelling	____ Pronouns (Over Use/Misuse/Personal Pronouns)		
	____ Diction (Varying Sentence Length)	____ Active Verbs (Verses Passive)		
	____ Vocabulary	____ Tense (Consistent)		
Organization	____ Introduction (Paragraph/Main Points)	____ Proofs (3/Supported/Defends Thesis)	40	
	____ Thesis (Sentence/Clear/Arguable/ Not a Question)	____ Logic (No Contradictions/Convincing/ Ordered/Supports Argument)		
	____ Conclusion (Summary/Rephrase Thesis)	____ Refutation (Deals w/ Opposing View)		
	____ Body Paragraphs (Length)	____ Transitions		
	____ Concise (Wordiness/Clear)	____ Coherence (Makes Sense/Unified Whole)		
Outline	____ Detailed	____ Logical	12	
	____ Followed			
Research	____ Books* (Min. 2)	____ Credibility (of Sources)	28	
	____ Journals (Min. 2)	____ Sufficiency (Footnotes: 1-2= (1); 3= (2); 4=(3); 5+ =(4))		
	____ Internet	____ Currency (Up To Date/ Relevant)		
	____ Articles (Popular)			
Improvement	____ Format	____ Content	20	
	____ Style	____ Research		
	____ Organization			
Scale:	0- Absent   1- Critical Issue   2- Significant Issue   3- Issue   4- Good			TOTAL (188)