*Author: Reviewer:*

*Assignment: Date:*

Written Communications Assessment Rubric

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| --- | --- | --- | --- | --- | --- |
| **Topic** | **Unacceptable** | **Marginal** | **Acceptable** | **Exceptional** | **Points** |
| **Purpose & objectives** | The purpose or objectives are entirely unclear. | The central purpose or objectives are not consistently clear throughout the paper. | The writing has a clear purpose and objectives, but may sometimes digress. | The writer’s central purpose and objectives are readily apparent to the reader. |  |
| **Reasoning**  **&**  **Knowledge** | The writing is not logically organized. Frequently, ideas fail to make sense together. Little attempt was made to relate reasoning to mathematical knowledge. | In general, the writing is arranged logically, although occasionally ideas fail to make sense together. The reasoning does not correctly connect to mathematical knowledge. | The ideas are arranged logically to support the purpose and objectives. They are usually clearly linked to each other. In general, the reasoning connects to mathematical knowledge. | The ideas are arranged logically to support the purpose and objectives. They flow smoothly from one to another and are clearly linked. The reasoning is thoroughly connected to mathematical knowledge. |  |
| **Mathematics &**  **terminology** | Little to no sensible use of mathematics or terminology. | Significant incorrect use of mathematics & terminology. | Mathematics & terminology is correctly used in much of the paper, with occasional errors present. | Mathematics & terminology is correctly used throughout the paper. |  |
| **Content**  **& Organization** | Text, equations, data, or concepts presented through tables, graphs, or figures are illegible. Organization barely recognizable. | Difficult to read for formatting reasons. Incorrect order of presentation. Missing headings, captions, titles, etc. | Text, tables and graphs are legible but not formatted consistently. Organized in sections with most content in the correct order. | All material is legible, consistently formatted, and neat. It is organized in sections in the correct order. |  |
| **Proper use of written language** | Improper language used. Excessive grammar or spelling errors. Missing headings, captions, titles, etc. | Informal language used. A notable number of grammar or spelling errors. | Formal language with minimal grammar or spelling errors. | Formal language with proper grammar and correct spelling. |  |
| **Use of references** | References are not cited to support statements. | Although attributions are occasionally given, many statements seem unsubstantiated. | Professional, legitimate sources that support claims are generally present and attribution is, for the most part, clear and fairly represented. | Compelling evidence from professional, legitimate sources is given to support claims. Attribution is clear and fairly represented. |  |
| **Additions** |  | | | |  |
| **Subtractions** |  | | | |  |
| **Total** | | | | |  |