

## Written Report Rubric

Student \_\_\_\_\_ Evaluator: \_\_\_\_\_ Quarter/Year: \_\_\_\_\_

### INSTRUCTIONS TO EVALUATOR

- Mark the box that best represents student performance for each criterion. If you do not have a means to fairly evaluate a criterion, mark “Can’t Determine” for the criterion.

<b>Evaluation Criteria \ Level of Performance</b>	<b>Unacceptable 1</b>	<b>Marginal 2</b>	<b>Proficient 3</b>	<b>Exemplary 4</b>	<b>Can’t Determine</b>
❖ <b>Purpose</b> (information clearly and effectively states and supports a central purpose)					
❖ <b>Clarity</b> (understandable, meaning is clear, further explanation is rarely required)					
❖ <b>Organization</b> (Ideas are arranged logically to support the central purpose or idea, flow smoothly from one another and clearly linked to one another. Headings and sub-headings are used appropriately where needed)					
❖ <b>Language</b> (Employs words appropriate to a professional business setting; Word forms are correct; could be written by a business professional)					
❖ <b>Precision</b> (expression of ideas is not redundant or contradictory; writing is crisp, bullet points are used where effective; logic is transparent).					
❖ <b>Relevance</b> (content is relevant to the topic; no rambling)					
❖ <b>Sentence Structure</b> (sentences are well-phrased, varied in length and structure, and flow smoothly from one to another)					
❖ <b>Grammar, spelling, mechanics</b> (punctuation, italics, capitalization, etc. are accurate and <u>do not interfere</u> with reader’s understanding)					
❖ <b>Conclusion</b> (final statement is provided as a summation or closing)					