

Technical Writing Rubric

Name: _____ Course: _____

Criterion	4	3	2	1	0	Assessment Score
Audience and purpose	The purpose is evident for the appropriate audience	The purpose and audience are not fully developed.	There is a weak understanding of the document's purpose and audience.	There is a poor understanding of the document's purpose and audience.	The purpose and audience of the document is not identified.	
Structure, organization, and format	The document is formatted, well-developed, and organized correctly with two or fewer errors: 1. Headings _____ 2. Sequence _____ 3. Transition _____ 4. Intro/con _____	The document is less well-developed and organized and has three to four formatting errors: 1. Headings _____ 2. Sequence _____ 3. Transition _____ 4. Intro/con _____	The document is not well-developed and organized and has five formatting errors: 1. Headings _____ 2. Sequence _____ 3. Transition _____ 4. Intro/con _____	The document is not well-developed and organized and has six to ten formatting errors: 1. Headings _____ 2. Sequence _____ 3. Transition _____ 4. Intro/con _____	There is no evidence of transitioning, intro/conclusion, development, nor organization and has ten or more formatting errors.	
Mechanics	There are fewer than two of the following mechanical errors: 1. Spelling _____ 2. Grammar _____ 3. Punct. _____ 4. Sent. Struct. _____ 5. Word choice _____	There are between three and four of the following mechanical errors: 1. Spelling _____ 2. Grammar _____ 3. Punct. _____ 4. Sent. Struct. _____ 5. Word choice _____	There are five of the following mechanical errors: 1. Spelling _____ 2. Grammar _____ 3. Punctuation _____ 4. Sentence structure _____ 5. Word choice _____	There are between six and ten of the following mechanical errors: 1. Spelling _____ 2. Grammar _____ 3. Punctuation _____ 4. Sentence structure _____ 5. Word choice _____	There are more than ten critical errors such as errors in dosages, data analysis, formulas, chemical or drug names, liability issues, equations, etc.	
Discipline-specific (referencing)	The document is cited appropriately with either MLA, APA, <u>How 12</u> , (for Business courses), and/or <u>Investigating Biology Lab Manual</u> , by Judith Morgan and M. Eloise Brown Carter (for life science courses). There are no errors on the works cited page, endnotes, reference page, or footnotes.	The document has two or fewer errors with the citation style or there are errors on the works cited page, endnotes, reference page, or footnotes.	The document has three errors with the citation style or there are errors on the works cited page, endnotes, reference page, or footnotes.	The document has four errors with the citation style or there are errors on the works cited page, endnotes, reference page, or footnotes.	There are significant citation errors or the citations are incomplete or missing.	