# Written Communication Assessment Rubric

**Course No.:** CHEN4470 Process Design Practice  
**Date:** ____________________  
**Team/Student:** ____________________  
**Reviewer:** ____________________

<table>
<thead>
<tr>
<th>Topic (Weight)</th>
<th>Unacceptable (0)</th>
<th>Marginal (1)</th>
<th>Acceptable (2)</th>
<th>Exceptional (3)</th>
<th>Points</th>
</tr>
</thead>
</table>
| Organization & Style (2) | Sequence of information is difficult to follow. No apparent structure or continuity.  
Purpose of work is not clearly stated. | Work is hard to follow as there is very little continuity.  
Purpose of work is stated, but does not assist in following work. | Information is presented in a logical manner, which is easily followed.  
Purpose of work is clearly stated assists the structure of work. | Information is presented in a logical, interesting way, which is easy to follow.  
Purpose is clearly stated and explains the structure of work. |        |
| Content & Knowledge (3) | No grasp of information. Clearly no knowledge of subject matter.  
No questions are answered. No interpretation made. | Uncomfortable with content.  
Only basic concepts are demonstrated and interpreted. | At ease with content and able to elaborate and explain to some degree. | Demonstration of full knowledge of the subject with explanations and elaboration. |        |
| Format & Aesthetics (1) | Work is illegible, format changes throughout, e.g. font type, size etc.  
Figures and tables are sloppy and fail to provide intended information. | Mostly consistent format.  
Figures and tables are legible, but not convincing. | Format is generally consistent including heading styles and captions.  
Figures and tables are neatly done and provide intended information. | Format is consistent throughout including heading styles and captions.  
Figures and tables are presented logically and reinforce the text. |        |
| Spelling & Grammar (1) | Numerous spelling and grammatical errors. | Several spelling and grammatical errors. | Minor misspellings and/or grammatical errors. | Negligible misspellings and/or grammatical errors. |        |
| References (2) | No referencing system used. | Inadequate list of references or references in text.  
Inconsistent or illogical referencing system. | Minor inadequacies in references.  
Consistent referencing system. | Reference section complete and comprehensive.  
Consistent and logical referencing system. |        |
<table>
<thead>
<tr>
<th>OVERALL PERFORMANCE</th>
<th>Unacceptable</th>
<th>Marginal</th>
<th>Acceptable</th>
<th>Exceptional</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>POINTS REQUIRED</td>
<td>0–6</td>
<td>7–13</td>
<td>14–20</td>
<td>21–27</td>
<td></td>
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</tbody>
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