



Written Communication Assessment Rubric

Course No.: CHEN4470 Process Design Practice Date: _____

Team/Student: _____ Reviewer: _____

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



OVERALL PERFORMANCE	← Unacceptable	← Marginal	← Acceptable	← Exceptional	TOTAL
POINTS REQUIRED	0-6	7-13	14-20	21-27	