

Cathlena Martin
Grading Rubric
Student Name: _____
ENC2210
Heated Sidewalk

Options: Which writing option did the student choose? Letter to the University, Memo to Jason, Memo to Robert, Two memos, Other _____

Honesty: Is the document's author honest about the importance of the information the reader seeks? Is the information accurate? Or, is the document purposefully dishonest?
1 2 3

Clarity: Is the navigation of sentences and larger structures difficult? Do the sentences flow well from one to the next? Does the author use the appropriate word choices and grammar to help achieve a clearer, easier to read document?
1 2 3 4 5 6 7 8

Accuracy: Is the information accurate? Or purposefully inaccurate?
1 2

Comprehensiveness: Is the document thorough and explain everything the audience needs to know? Or specifically hide information from the reader?
1 2 3 4

Accessibility: Is the document accessible by the layperson as well as the scientist? Are paragraphs formatted to allow for easy access to the most important information?
1 2 3 4 5

Conciseness: Does the document relay all the necessary information with as few words as possible? Did the document contain clichés or unnecessary words?
1 2 3 4 5 6 7 8 9 10

Professional Appearance: Does the document look like it was thrown together sloppily? or is it obvious that someone put a lot of thought into the document's design and used headings, white space, etc. appropriately?
1 2 3 4 5 6 7 8

Correctness: Standard conventions of grammar, mechanics, *style*, tone, spelling, and word usage.
1 2 3 4 5 6 7 8 9 10

Memo to Martin

Ethics: Does the document accurately explain the ethical choice?
1 2 3 4 5 6 7 8 9 10

Memo Format: Does the document reflect the Memo Format we have discussed in class, including subject heading and beginning objective statement.
1 2 3 4 5 6 7 8 9 10

Correctness: Standard conventions of grammar, mechanics, *style*, tone, spelling, and word usage.
1 2 3 4 5 6 7 8 9 10

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