Writing Rubric

**Directions:** Your writing samples will be graded based on this rubric. Consequently, use this rubric as a guide when writing and remember to proofread your work before you submit it.

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| **Traits** | **4** | **3** | **2** | **1** |
| **Focus & Details** | There is one clear, well- focused topic. Main ideas are clear andare well supported by detailed and accurate information. | There is one clear, well- focused topic. Main ideas are clear but are not well supported by detailed information. | There is one topic. Main ideas are somewhat clear. | The topic and main ideas are not clear. |
| **Organization** | The introduction is inviting, states the main topic, and providesan overview of the paper. Information is relevant and presented in a logical order. The conclusion is strong. | The introduction states the main topic and provides an overview of the paper. A conclusion is included. | The introduction states the main topic. A conclusion is included. | There is no clear introduction, structure, or conclusion. |
| **Voice** | The author’s purpose of writing is very clear, and there is strong evidence of attention to audience. The author’s extensive knowledge and/or experience with the topic is/are evident. | The author’s purpose of writing is somewhat clear, and there is some evidence of attention to audience. The author’s knowledge and/or experience with the topic is/are evident. | The author’s purpose of writing is somewhat clear, and there is evidence of attention to audience. The author’s knowledge and/or experience with the topic is/are limited. | The author’s purpose of writing is unclear. |
| **Word Choice** | The author uses vivid words and phrases. The choice and placement of words seems accurate, natural, and not forced. | The author uses vivid words and phrases. The choice and placement of words is inaccurate at times and/or seems overdone. | The author uses words that communicate clearly, but the writing lacks variety. | The writer uses a limited vocabulary. Jargon or clichés may be present and detract from the meaning. |
| **Sentence Structure, Grammar, Mechanics, & Spelling** | All sentences are well constructed and have varied structure and length. The author makes no errors in grammar, mechanics, and/or spelling. | Most sentences are well constructed and have varied structure and length. The author makes a few errors in grammar, mechanics, and/or spelling, but they do not interfere with understanding. | Most sentences are well constructed, but they have a similar structure and/or length. The author makes several errors in grammar, mechanics, and/or spelling that interfere with understanding. | Sentences sound awkward, are distractingly repetitive, or are difficult to understand. The author makes numerous errors in grammar, mechanics, and/or spellingthat interfere with understanding. |