

Simplified Scoring Rubric for Technical Writing

| | 5 | 4 | 3 | 2 | 1 |
|-------------------------|---|----------|----------------|-------------------------------------|--|
| IDEAS | <p>Clear</p> <p>Answers key question</p> <p>Draws info from more than one source</p> <p>Condenses info</p> <p>Strong support</p> <p>Teaches the reader</p> | Almost ! | Half-way home! | Promising – Needs lots of revision! | No clear main point Needs focus Writer needs more info Wanders – or lists facts Support missing/weak Not helpful if you do not know topic |
| ORGANIZATION | <p>Structure highlights main ideas</p> <p>Lead sets up the writing</p> <p>One point leads to another</p> <p>Conclusion brings closure</p> | Almost! | Half-way home! | Promising – Needs lots of revision! | Reader can't tell what to focus on No real lead No real road map No real conclusion |
| VOICE | <p>Engaging, lively</p> <p>Appropriate for topic, audience</p> <p>Reaches out to audience</p> <p>“Just right” tone</p> | Almost! | Half-way home! | Promising – Needs lots of revision! | Flat Not right for topic, audience Does not reach out Distracting, overdone |
| WORD CHOICE | <p>Clear, precise</p> <p>Tech words clarified</p> <p>Words suit topic/audience</p> <p>Jargon avoided</p> | Almost! | Half-way home! | Promising – Needs lots of revision! | Vague, unclear Tech language hard to penetrate Words not suited to topic/audience Jargon overload |
| SENTENCE FLUENCY | <p>Direct, concise</p> <p>Variety in structure</p> <p>Grammatically correct</p> <p>Easy to read quickly</p> | Almost! | Half-way home! | Promising – Needs lots of revision! | Wordy Repetitive Ungrammatical Difficult to get through |
| CONVENTIONS | <p>Standard conventions correct</p> <p>Basic layout highlights key points</p> <p>Graphic devices (bullets) enhance meaning</p> <p>Sources cited correctly</p> | Almost! | Half-way home! | Promising – Needs lots of revision! | Errors in spelling, punctuation, caps, Basic layout visually confusing OR Inappropriate layout (e.g. business letter) No graphics used “Citations missing/incorrect “Print dense” copy hard to read |