

ASB WRITING RUBRIC

TRAIT	Unacceptable (1-2)	Acceptable (3-4)	Excellent (5-6)	Score
CLARITY Overall readability of the piece—Is the main point conveyed?	The central purposes / issues are unclear.	The central purposes / issues are not consistently clear.	The central purposes / issues are clear.	
LOGIC & ORGANIZATION OF IDEAS Rhetoric-Is the information clearly stated and presented in a logical manner?	The connection between ideas and organization is unclear.	The connection between ideas and organization is not always clear.	Connection between ideas and organization is clear.	
MECHANICS Literacy- Are proper vocabulary, spelling, sentence construction, grammar, punctuation and paragraph construction present?	Numerous mistakes.	There are a few mistakes.	The writing is virtually free of mistakes.	
STYLE Discourse control—Is the paper written in a professional manner?	Language and tone are inappropriate for a business document.	Language and tone are generally appropriate for a business document.	Language and tone are appropriate and professional.	