

English 341
Rubric, DOCUMENT IN FIELD

Student's name: _____

The original article title and authors are mentioned
in the beginning of the memo/essay (3) ___

The purpose of the original text is clear (6) ___

The rewritten passage serves as a representative account
of the original document and is understandable to a non-expert reader (10) ___

The specialized vocabulary and technical knowledge of the
original have been made comprehensible to a general reader (10) ___

The rewritten passage is phrased so as to hold a general reader's interest (8) ___

The entire document does **not** pose the student's own argument
on the article topic (3) ___

GRAMMAR AND STYLE:

Comma-splices (3) ___

Other run-on sentences (3) ___

Subject-verb agreement (3) ___

Spelling and word-choice (3) ___

Overall clarity of sentences (10) ___

The memo/essay has been thoroughly proofread (6) ___

PAPER TONE:

Tone demonstrates awareness of audience as well as technical proficiency (7) ___

Tone is consistent throughout paper (5) ___

FORMAT:

The paper follows MLA or standard memo format guidelines (5) ___

All quotations include attributive tags and citations (2) ___

PEER REVIEWS:

Student turned in peer reviews at the end of class on Friday (3) ___

Student's peer reviews are thoughtful and thorough (10) ___

TOTAL POINTS RECEIVED (out of 100 possible):