

English 341  
Rubric, DOCUMENT IN FIELD

Student's name: \_\_\_\_\_

The original article title and authors are mentioned  
in the beginning of the memo (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) \_\_\_\_

MEMO TONE:

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

Tone is consistent throughout paper (5) \_\_\_\_

FORMAT:

The paper follows standard memo format guidelines (5) \_\_\_\_

All quotations include attributive tags and citations (2) \_\_\_\_

PEER REVIEWS:

Student turned in peer reviews by Tuesday night, midnight (3) \_\_\_\_

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

TOTAL POINTS RECEIVED (out of 100 possible):