

English 341
Rubric, Instructions Assignment

Student's name: _____

DOCUMENT DESIGN AND "PHRASING":

The document begins with a succinct and easy-to-understand title [explaining what this document "is for"] (5) ____

If necessary, the document has a brief introductory paragraph, list of materials, or warning (3) ____

Does the document communicate *why* someone would need to do this task? (2) ____

Is pertinent safety information included? (4) ____

The document includes adequate white space (4) ____

The graphics are clearly related to the accompanying text (4) ____

The steps are numbered in a way that would make sense to a reader (7) ____

The document includes easy-to-understand headings and sub-headings that are appropriate and logical (7) ____

The phrasing is interesting enough to hold a reader's interest (4) ____

The document ends with follow-up advice, troubleshooting guidelines, or other pertinent information (4) ____

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) ____

Consistency of sentence structure across sections (8) ____

GRAPHICS:

All graphics are attributed or were created by the writer (6) ____

Graphics are clear and pertinent to the text (6) ____

PEER REVIEWS:

Student's peer review is thoughtful and thorough (8) ____

TOTAL POINTS RECEIVED (out of 100 possible):