

English 341
Rubric, DOCUMENT IN FIELD

Student's name: _____

SUMMARY AND "REWRITE":

The summary conforms to the standards of an "effective summary," as discussed in class (5) ___

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

Student uses "attributive" tags where necessary (2) ___

The purpose of the original text is clear (4) ___

The student's summary presents a representative account of the original document that will be 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 paragraphs following the summary hold the general reader's interest (7) ___

The entire document does **not** pose the student's own argument on the article topic (2) ___

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 (6) ___

Tone is consistency throughout paper (4) ___

FORMAT:

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

All quotations include attributive tags and citations (2) ___

PEER REVIEWS:

Student turned in an electronic version via email of peer reviews (2) ___

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

TOTAL POINTS RECEIVED (out of 100 possible):