General Writing Assessment Rubric

Note: This is a general rubric for writing in general, to give an overall idea of what the criteria are. For the technical writing required in Computer Science, the rubric is further specialized to focus more strongly on clear expression and flow of technical ideas, and formatting (itemization, numbered sections, bullets, and other formatting tools used for additional clarity in complex technical writing.

Performance Criteria	Exceeds Expectations	Meets Expectations	Below Expectations
Content	Accomplished purpose of assignment directly and completely in an exceptional manner. All major topics thoroughly supported by specific, accurate, relevant data.	Accomplished assignment in a capable manner. Major topics covered but supporting detail somewhat lacking in specificity, accuracy, or reference.	Accomplished purpose of assignment only partially or indirectly. Little or no supporting data or data presented was not relevant, specific, or accurate
Organization	Exceptionally clear sense of unity and order, logical transitions, highly effective opening and closing	Adequate sense of unity and order, most transitions effective, clear opening and closing.	Lacked sense of unity and order, ineffective/lack of transitions, ineffective opening and closing.
Style (Clarity and Conciseness)	Used smooth, clear, readable prose in a superior way throughout, no clichés or wordiness, consistently effective word choice.	Used smooth, clear, readable prose throughout most of paper, few clichés, occasional wordiness, generally appropriate word choice.	Lacked smooth, clear, readable prose, contains clichés and wordiness, generally ineffective word choice.
Grammar and Mechanics	Few, if any, errors throughout in use of Standard English rules of grammar, spelling, punctuation, capitalization, and usage.	Not more than a few errors per page in use of Standard English rules of grammar, spelling, punctuation, capitalization, and usage but did not affect overall clarity	More than a few errors per page in use of Standard English rules of grammar, spelling, punctuation, capitalization, and usage that made the paper unclear or difficult to read.
Citation and Documentation	Correctly and clearly incorporated source material into the paper, documented sources accurately and correctly.	No more than a few clarity problems incorporating source material or in documenting sources accurately and correctly.	Frequently incorporated source material unclearly or documented sources inaccurately or incorrectly.
Professionalism	Writing was exceptionally reader- centered and valid, used positive language, and lacked sexist language and non-relevant references to age, gender, or race.	Writing was consistently reader-centered and valid, used positive language, and lacked sexist language and non-relevant references to age, gender, or race.	Writing was not reader-centered and valid, used negative or sexist language, or made non-relevant references to age, gender, or race.
Format	Paper had an extremely professional , balanced appearance, pages were numbered, and any headings were descriptive, in parallel form, and extremely helpful to the reader.	Paper had a professional, reasonably well-balanced appearance, pages were numbered, and any headings were generally descriptive, in parallel form, and helpful to the reader.	Paper did not have a professional, balanced appearance, pages were not numbered, and/or any headings were not generally descriptive, in parallel form, or helpful to the reader.
Visual Aids (if any)	Used visuals extremely effectively to clarify, simplify, or emphasize numerical data or main points. Visuals were appropriately numbered, labeled, had sources noted, and were mentioned in the text.	Used visuals fairly effectively to clarify, simplify, or emphasize numerical data or main points. Most visuals were appropriately numbered, labeled, had sources noted, and were mentioned in the text.	Used visuals ineffectively. Many visuals did not clarify, simplify, or emphasize numerical data or main points. Many visuals were not numbered, fully labeled, had sources noted, or were not mentioned in the text.