

GRADING RUBRIC: ASSESSMENT PAPER - WK#2

| <i>Content and Development</i> | <i>(40 Points) Comments</i> |
|---|------------------------------------|
| <p>The following elements of the assignment are covered in a substantive way.</p> <ul style="list-style-type: none"> • Related at least one story from your past that typifies how you deal with formal, oral or written communication. • Identified at least one concept from previous/current weeks' readings that applies to oral/written communication. • Cited your readings and other resources throughout your paper. • 2-3 pages (not including title & reference page) | |
| The paper develops a central theme or idea directed toward the appropriate audience. | |
| Statements are stated clearly; supported by specific details, examples or analysis | |
| The introduction provides sufficient background on topic and includes a thesis statement. Summary conclusion of major points present. | |
| | |
| <i>Readability and Style</i> | <i>(15 Points) Comments</i> |
| The tone is appropriate to the content and assignment. | |
| Sentences are complete, clear, and concise. | |
| Sentences are well constructed, strong, and varied. | |
| Sentence transitions are present and maintain the flow of thought. | |
| <i>Mechanics</i> | <i>(20 Points) Comments</i> |
| The paper is laid out with effective use of headings, font styles, and white space. | |
| Proper use of grammar, punctuation, and spelling | |
| APA formatted title page present. Proper use of APA in-text citations and reference page is present. | |
| <i>Total</i> | <i>75 Points</i> |