**Technical Writing Rubric for Short Reports**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Very Poor** | **Poor** | **Good** | **Excellent** |
| **Format/Layout**   * Presentation of the text * Structuring/highlighting of text * Follows requirements of length, font, and style as specified in assignment. * Formatting of graphs/tables * Headers and memo heading * White space * Block paragraphs | Follows poorly the requirements related to format and layout. | Follows about 50% of the requirements related to format and layout. | Follows, for the most part, all the requirements related to format and layout. Some requirements are not followed | Closely follows all the requirements related to format and layout. |
| **Organization**   * Adherence to specified report paradigm | Little evidence of a cohesive plan. Little or no description or detail. Ideas seem scrambled, jumbled, or disconnected. | Some evidence of a cohesive plan. Some effort on description and detail. Ideas are developing, but not quite clear. | Organizes material in an appropriate manner, but may lack some clarity or consistency. Presents basic information but may have extraneous material. | Organizes material in a clear, appropriate, and precise manner. |
| **Content**   * Material appropriate to assignment | Little evidence of appropriate content. | Material is appropriate, but may lack a clear connection to the purpose. | Material is clear, relevant, and accurate, but may be lacking conciseness. | Material content is clear, relevant, accurate, and concise. |
| **Writing Conventions**   * Standard English grammar and punctuation * Conciseness and Clarity * Readability Index * Passive Sentences * Paragraph/Sentence Length | Little or no evidence of correct writing. Poor conventions seriously limit the paper's readability. | Some evidence of correct writing. Poor conventions limit the paper’s readability, but not seriously | Minor errors are present, but they do not detract from the readability of the paper. | Enhances the readability of the paper. |
| **Appropriate Vocabulary**   * Defines and/or limits acronyms, abbreviations, and jargon * Multicultural awareness, sexism * Tone | Inappropriate vocabulary and use occurs. | Some inappropriate vocabulary present, or limited use of appropriate vocabulary. | Articulates appropriate vocabulary but is still limited somewhat. | Articulates appropriate vocabulary and terms associated with the subject matter. |
|  |  |  |  |  |

Adapted from <http://www.nald.ca/library/learning/btg/ed/evaluation/writing.htm>