Workplace Writing Rubric

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| Name: | Dear Mr. McNulty | Date: |  |

Use the following checklist to evaluate your workplace writing for the traits of effective writing.

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| 4 | **Stimulating IDEAS** |
|  | ***The writing . . .**** has a clear, central message.
* provides details that support the central message.
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| 4 | **Logical ORGANIZATION** |
|  | ***The writing . . .**** begins by capturing the reader’s interest and introducing the message.
* develops the message in the middle paragraphs.
* ends by reviewing the message or making a call to action.
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| 5 | **Engaging VOICE** |
|  | ***The writing . . .**** sounds knowledgeable and informed.
* speaks in a voice appropriate to the audience.
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| 5 | **Original WORD CHOICE** |
|  | ***The writing . . .**** uses precise nouns and active verbs.
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| 5 | **Effective SENTENCE STYLE** |
|  | ***The writing . . .**** uses a variety of sentence lengths and beginnings.
* flows smoothly from one sentence to another.
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| 3 | **Correct, Accurate COPY** |
|  | ***The writing . . .**** uses end punctuation and commas correctly.
* correctly capitalizes first words and proper nouns.
* avoids spelling errors.
* correctly uses words (*there, they’re, their*).
* follows the correct format for the type of message.
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**Comments:**

Your letter clearly identifies who you are and what your purpose is for writing. The questions are clear and presented in a logical order. Your voice is polite, though the overall letter feels a little abrupt, especially at the end. Have a classmate help you proofread.