Workplace Writing Rubric

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Dear Mr. Underwood | Date: |  |

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

|  |  |
| --- | --- |
| 4 | **Stimulating IDEAS** |
|  | ***The writing . . .**** has a clear, central message.
* provides details that support the central message.
 |
| 3 | **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.
 |
| 4 | **Engaging VOICE** |
|  | ***The writing . . .**** sounds knowledgeable and informed.
* speaks in a voice appropriate to the audience.
 |
| 3 | **Original WORD CHOICE** |
|  | ***The writing . . .**** uses precise nouns and active verbs.
 |
| 3 | **Effective SENTENCE STYLE** |
|  | ***The writing . . .**** uses a variety of sentence lengths and beginnings.
* flows smoothly from one sentence to another.
 |
| 2 | **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.
 |

**Comments:**

Your background information explains why you don’t have much equipment. I like the way you tell about how the engine has already been used. How many students or classes will get to use it? Be sure to proofread for spelling and grammar errors. Your ending could be more formal.