**Workplace Writing Rubric**

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| **Name:** |  | **Title:** | Using Hydrochloric Acid (Fair) |



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| 2 | **Ideas** |
| The writing . . .   * has a clear, central message. * provides details that support the central message. | |
| 2 | **Organization** |
| * 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. | |
| 3 | **Voice** |
| * sounds knowledgeable and informed. * speaks in a voice appropriate to the audience. | |
| 3 | **Word Choice** |
| * uses precise nouns and active verbs. | |
| 3 | **Sentence Fluency** |
| * uses a variety of sentence lengths and beginnings. * flows smoothly from one sentence to another. | |
| 3 | **Conventions** |
| * 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:** You seem to know quite a bit about your subject, but, in parts of your document, you did not explain yourself thoroughly. It’s good that you used paragraphs; however, they are underdeveloped.

Have a trusted editor check for word choice, clarity, and accuracy before submitting your work.

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