**Workplace Writing Rubric**

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| --- | --- | --- | --- |
| **Name:** |   | **Title:** |  |



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|  | **Ideas** |
| The writing . . .* has a clear, central message.
* provides details that support the central message.
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|  | **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.
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|  | **Voice** |
| * sounds knowledgeable and informed.
* speaks in a voice appropriate to the audience.
 |
|  | **Word Choice** |
| * uses precise nouns and active verbs.
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|  | **Sentence Fluency** |
| * uses a variety of sentence lengths and beginnings.
* flows smoothly from one sentence to another.
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|  | **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.
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**Comments:**

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