**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. | |
|  | **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. | |
|  | **Voice** |
| * sounds knowledgeable and informed. * speaks in a voice appropriate to the audience. | |
|  | **Word Choice** |
| * uses precise nouns and active verbs. | |
|  | **Sentence Fluency** |
| * uses a variety of sentence lengths and beginnings. * flows smoothly from one sentence to another. | |
|  | **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:**

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