**College of Business Administration Writing Assessment Rubric**

Course # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doc #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Rater #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Performance Criterion**  | **Characteristics**  | **Exceeds Expectations** **(8.5-10)** | **Meets Expectations****(7.0-8.4)** | **Below Expectations****(6.9 or below)** |
| **Document Format**  | * Follows assigned format
 |  |  |  |
| **Content and Organization** | * Overview/thesis statement/ main idea
* Accuracy and completeness of information
* Strategy
* Relevant details, definitions, and examples
 |  |  |  |
| **Written Expression**  | * Grammar (sentence construction, subject/verb agreement, pronouns, modifiers)
* Punctuation (final, comma)
* Unified paragraphs
* Transitions and connectives
* Word usage (incorrect, imprecise language)
* Capitalization
* Spelling
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