**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 |  |  |  |