

Written Communication Rubric – Notes

<input type="checkbox"/> simple to use	<input type="checkbox"/> in-class feedback	<input checked="" type="checkbox"/> progress report	<input checked="" type="checkbox"/> literature review
<input checked="" type="checkbox"/> complex to use	<input checked="" type="checkbox"/> out-of-class	<input checked="" type="checkbox"/> proposal	<input type="checkbox"/> letter or resume
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> project report	<input type="checkbox"/> other
<input type="checkbox"/> oral	<input checked="" type="checkbox"/> assessor: professor to student	<input checked="" type="checkbox"/> research report	<input type="checkbox"/>
<input checked="" type="checkbox"/> written	<input checked="" type="checkbox"/> assessor: student to self	<input type="checkbox"/> abstract/summary	<input checked="" type="checkbox"/> assignment handout
<input type="checkbox"/>	<input checked="" type="checkbox"/> assessor: student(s) to peers	<input type="checkbox"/> bibliography	<input checked="" type="checkbox"/> can adapt for scoring

Application:

This five-page instrument can be used to assess (provide feedback for improvement) or evaluate (for a grade) the content, organization, and critical thinking quality of written work, particularly at the upper grades or graduate course levels. The seven areas rated assume a research element or the use of literature resources.

The one-page rating rubric was created to be used with the four pages of explanation, which provide and explain five levels of skills and ability to communicate through writing. While the one-page rating document can be used by itself, this instrument is best suited for use by those interested in more sophisticated and in-depth assessment of student learning.

Skill set addressed:

- Communication skills: creating, organizing, and presenting a message effectively.
- Information processing: organizing, integrating, summarizing, connecting.
- Critical thinking: analyzing and synthesizing.
- Language development: building vocabulary and understanding language rules such as grammar, sentence structure, etc.

Suggestions for usage:

- In its simplest use, the instructor can take a holistic approach by assigning a rating according to each of the seven categories and then calculating a total score.
- The document can be provided to the students along with the initial assignment to educate them about assignment expectations. The instructor should describe in the course syllabus or the writing assignment how the grade will be determined from ratings and score.
- If used for assessment, constructive comments on how to improve can be provided at the bottom of the rating form.
- Students can use the instrument in peer assessments or to evaluate their own writing progress.

Commentary:

This rubric and supporting explanation is a valuable tool for those interested in providing a thorough and in-depth assessment of student learning. Based in part on Bloom's Taxonomy of Learning, the five levels of writing ability provide clear explanation and examples of the development of writing expertise. Definitions of the terms used in the rubric can be helpful for those less familiar with learning theory and assessment research.

Notes by User:

Source: Bellevue University MSHS