

**MCC
Written Communication Rubric
SP07**

Ability	4	3	2	1
Ideas are well formulated and clarified	This paper is clear and focused around the main idea which thoughtfully addresses the assignment. Relevant details, evidence, facts, data, explanations and/or anecdotes amply develop and support the central idea, topic or position.	This paper is focused and the main idea is adequately expressed but could be more developed. Evidence, facts, data, explanations, details, and/or anecdotes are used, but are lacking or insufficient in some areas to support fully the central idea, topic or position.	The paper's central idea is simplistic or does not fulfill the intent of the assignment. Overall, the writer's position is not sufficiently supported. Details, evidence, facts, data, examples or explanations are missing or fail to clarify the writer's idea.	This paper is lacking a main idea or fails to meet expectations of the assignment. To extract meaning from the paper, the reader must make inferences based on sketchy or missing details or evidence.
Appropriate language is employed	Language communicates with sophistication the author's intent and knowledge of the subject matter. It achieves the level of formality or technical accuracy required for the assignment.	Language used adequately communicates intent and is appropriately formal or technically accurate for the requirements of the assignment.	Language may be vague or include vocabulary inappropriate for the assignment.	Language is much too often unclear or inappropriate for the assignment. Technical language is absent or misapplied.
Organization is clear, logical and suitable for the assignment	The organization enhances and showcases the central idea, topic or position. The order, structure, or presentation of information is clear and logical and transitions are clearly signaled. The requirements for the structure of the assignment have been followed.	The organizational structure is strong enough to move the reader through the text without too much confusion and reasonably follows the requirements of the assignment.	Organization has been attempted, but it does not fully serve the central idea or topic, and the reader is not always sure why some material is included. It reads like a first draft. It may not follow the organization prescribed by the assignment.	A clear sense of direction is absent. Details, evidence, facts, data, examples or explanations seem strung together in a loose or random fashion; there is no identifiable internal structure.
Standard grammar and punctuation are utilized	The paper demonstrates a good grasp of standard writing conventions (e.g., spelling, punctuation, capitalization, grammar, usage, paragraphing) and uses conventions effectively to enhance readability. Sentences are clear and effective. Paper contains fewer than 4 writing convention errors. Source material consistently conforms to appropriate documentation.	The paper demonstrates reasonable control over standard writing conventions. There may be an occasional awkward sentence. Source material largely conforms to appropriate documentation requirements.	The paper demonstrates a fair control over a limited range of standard writing conventions, but errors may interrupt the reading of the text. Sentence structure is confusing. Repeated errors in documentation show lack of knowledge of the requirements.	Errors in spelling, punctuation, capitalization, usage, and grammar and/or paragraphing repeatedly distract the reader and make the text difficult to read. The writing reflects more than one of these problems. Plagiarism is present due to lack of documentation.