

Student name: _____ Date: _____

Technical Writing Grading Rubric

Points	3	2	1	0
IDEA	The idea is clear and easy to identify and follow.	The idea is coming into focus – but it is difficult to identify.	It’s confusing. It rambles and there is not a clear point.	There is not an idea.
	There is a clear focused list from beginning to end.	The list has extra information that is not important to the task.	This is just a list of ideas that are unrelated.	This is not a list or instructions or directions; it is a story.
	Written as instructions or directions or a list of items for someone to follow.	This is written with some descriptive words and/or opinions included.	This is a narrative or opinion paragraph.	This is not instructions or directions for completing a task.
	Clear and focused with relevant details so the reader can complete the task.	Has a few details, but not enough. Needs more instructions for the topic.	The instructions do not help the reader complete the task.	There are no instructions or directions for the reader..
Points	3	2	1	0
ORGANIZATION	This is easy to follow. Nothing is out of order.	Some parts are <i>definitely</i> out of place. Some parts are not even needed.	This is a maze of random thoughts!	There is no organization.
	Everything connects and it is easy to see how one thing connects to another.	<i>Most</i> content is connected, but there is a stray thought here or there.	The content is not connected, but there was an attempt.	This is a list of unconnected thoughts.
	It has a good lead that explains how to start.	There <i>is</i> a lead, but it needs lots of work.	There is no lead; it just starts with a direction.	There is no lead.
	The instructions include an itemized list or transitional words.	There is a list, but numbers or transition words are not used correctly.	There are no numbers or transitional words used.	This is a paragraph without instructions.
	It has a strong ending that explains what to expect with the instructions.	There <i>is</i> an ending— but it needs lots of work.	The ending does not complete the topic.	There is no ending—it just stops.
Points	3	2	1	0
CONVENTIONS	There are only minor or no errors in the instructions.	There are a few errors, but the instructions are still readable.	There are lots of noticeable errors.	This cannot be read due to convention errors.
	The conventions are used correctly for listing and writing instructions.	The conventions need editing and corrections for listing and writing instructions.	The convention errors make the meaning unclear.	You cannot read and follow the instructions due to convention errors.

TOTAL Points: