ENGLISH 4962 Timed Writing Rubric

Overview

Your Timed Writing Test (March 1st 8-9AM*) will be graded based on this rubric.

Purpose

This document was prepared to promote transparency in the scoring process. At the same time, this document re-emphasizes the standards of excellence in technical documentation. Reading and understanding this document promotes student understanding of the technical documentation process.

Rubric

Your performance in each category will generate a score between one and five. Your average score will be recorded as your total score on the assignment. Five points are possible.

Category	Description
Audience	This category assesses the writer's ability to appropriately address the reader using style, tone, and formatting, and by judging what content they need. A high score here shows that you accurately judged the needs of the reader.
Purpose	This category assesses the writer's ability to understand what content the situation requires. To perform well in this category, you should attempt to convey the information that will help you achieve the goal presented by the writing situation.
Clarity	This category assesses the writer's ability to clearly convey information. While this is a timed assignment and there is no professional editor at your disposal, you will be able to perform excellence in this category by giving yourself enough time to re-read your work and revise confusing sentences, and remove or replace vague pronouns, misplaced modifiers, and other artifacts that obstruct meaning.
Conciseness	Most pieces of writing can be improved by removing unnecessary elements. While certain formalities may elongate a piece of writing appropriately, redundancies and unnecessary hesitations reduce the effectiveness of a piece of technical documentation and weaken your message.
Accessibility	This category judges how easily obtained pertinent pieces of information are.

*This test will be 8-10am if you are registered with the Office of Students with Disabilities.