Randolph Township Schools Writing Rubric: **BUSINESS**
Applies to Persuasive/Argumentative, Expository and Analytical Writing Assessments

Business	**Limited**	**Developing**	**Effective**	**Exemplary**
Score	**1**	**2**	**3**	**4**
Content	Imprecise control of topic or purpose or overstates the obvious Support is limited or from unreliable source; does not consider audience Information provided does not address topic or is inaccurate Insufficient and inconsistent reflection on connections to prior learning Address some facets of assignment; overlooks details	Unclear or ambiguous topic or purpose; focus strays Support is uneven and possibly redundant; may consider audience Information is consistent but may be redundant or simplistic Inconsistent reflection on connections to prior learning Addresses most facets of assignment	Maintains focus on articulate controlling topic or purpose Evidence is precise and accurate; adequately considers audience Information is clear and anticipates possible opposition Generally exemplifies reflection on connections to prior learning Addresses all facets of assignment though may be inconsistent	Focuses precisely on clearly articulated topic or purpose Evidence clearly pushes depth of topic; considers audience's needs Manipulates counterclaim(s) with consistently strong information Promotes reflection on connections to prior learning Addresses all facets of the assignment completely
Organization	Sequence of support lacks structure; supporting details are ineffective, inaccurate or vague Absent or ineffective introduction that fails to address topic Insufficient and inconsistent use of transitions to illustrate real world applications and relevance	Sequence of support is inconsistent and may uses obvious or imprecise details Limited introduction that fails to establish tone or state topic Inconsistent use of transitions to illustrate real world applications and relevance	Logical sequence of support that integrates sufficient specific supporting details Introduction adequately establishes tone and states topic Generally uses transitions to illustrate real world applications and relevance	Clear, possibly complex, relationships among appropriate supporting details Introduction effectively establishes tone and states topic Consistendy uses transitions to illustrate real world applications and relevance
Voice and Style	Little or uneven sentence structure variety Language below grade-level expectations Wordy writing style with pattern of errors in capitalization, punctuation and spelling that interferes with meaning Informal tone marred by use of slang or jargon	Some sentence structure variety that shows developing voice Simple or inaccurate language lacks domain-specific vocabulary Wordy writing style with pattern of errors in capitalization, punctuation and spelling that may obscure meaning Conversational tone that might be -prescriDtive	Consistent sentence structure variety that suggests command Precise language interspersed with domain-specific vocabulary Concise writing with effective capitalization, punctuation and spelling with some errors Maintains appropriate tone consistently	Lyrical, sophisticated syntax appropriate for topic and audience Language is refreshing, challenging and commanding Concise writing with command of capitalization, punctuation and spelling with no errors that interfere with meaning Manipulates tone to steer audience inconspicuously
Terminology Support and Usage	Inconsistent use of concrete details, limited relevant information, elaboration, and precise word choice. Ineffective knowledge of business term usage is demonstrated	Inconsistent use of concrete details, mostly relevant Information, elaboration and/or precise word choice. Some knowledge of business term usage is demonstrated.	Generally uses concrete details, relevant information, limited elaboration, adequate word choice All business terms are generally used correctly with few errors.	Consistendy uses concrete details; relevant information; elaboration; clear, precise word choice; sense of completeness. All business terms are used correctiy.
Presentation	Errors with heading, spacing, font size and style, indents, margins, and pagination	Generally correct heading, spacing, font size and style, indents, margins, and pagination	Nearly flawless heading, spacing, font size and style, indents, margins, and pagination	Perfect heading, spacing, font size and style, indents, margins, and pagination *
Research and Citation (ifapp)	Insufficient use of source materials Ineffective sources or insufficient citations	Quotations/sources are dropped into paper Some concerns with source validity/citations	Quotations introduced with signal phrases Valid sources cited correctly	Quotations/sources are integrated seamlessly * Provocative sources cited correctiy