

### Rubric for Contextualized Writing Exercises for Tooling U

	10 Points	8 Points	6 Points	0 Points
<b>Document Format</b>	Student follows <b>all</b> instructions for format, personal heading, and meeting deadline.	Student follows <b>most</b> instructions for format, personal heading, and meeting deadline.	Student follows <b>some</b> instructions for format, personal heading, and meeting deadline.	Student did not follow instructions for format, personal heading, and meeting deadline.
<b>Content</b>	Student shows <b>complete</b> understanding of topic, concepts or information.	Student shows understanding of <b>most</b> of the topic, concepts or information.	Student shows understanding of <b>some</b> of the topic, concepts or information.	Student did not show an understanding of the topic, concepts or information.
<b>Paragraphing</b>	Student separates <b>all</b> main ideas into paragraphs and develops <b>all</b> paragraphs fully.	Student separates <b>most</b> main ideas into paragraphs and develops <b>most</b> of the paragraphs fully.	Student separates <b>some</b> main ideas into paragraphs and develops <b>some</b> of the paragraphs fully.	Student did not separate ideas into paragraphs or develop any paragraphs fully.
<b>Sentences</b>	<b>All</b> sentences are complete, correctly constructed, varied in structure, and easy to read.	<b>Most</b> sentences are complete, correctly constructed, varied in structure, and easy to read.	<b>Some</b> sentences are complete, correctly constructed, varied in structure, and easy to read.	Sentences are not complete, correctly constructed, varied in structure, and easy to read.
<b>Editing</b>	<b>All</b> words are spelled and used correctly, and all capital letter and punctuation usage is correct.	<b>Almost all</b> words are spelled and used correctly, and most capital letter and punctuation usage is correct.	<b>Most</b> words are spelled and used correctly, and some capital letter and punctuation usage is correct.	Many words are not spelled or used correctly, and there are many errors in capital letter and punctuation usage.
<b>*Overall (optional)</b>	Quality of the report meets <b>all</b> of the expectations of a student in this college course.	Quality of the report meets <b>most</b> of the expectations of a student in this college course.	Quality of the report meets <b>some</b> of the expectations of a student in this college course.	Quality of the report does not meet the expectations of a student in this college course.

**Total Points:** \_\_\_\_\_

**Comments to student:**

**Areas for improvement:**