

CS499 Scoring Rubric for Writing Proficiency

	Professional Quality	Expected	Acceptable	Problems
Overall Document Appearance	<input type="checkbox"/> Title page and Table of Content are complete, accurate, and without page numbers <input type="checkbox"/> Introduction Section appears as page one. <input type="checkbox"/> All tables and figures include captions and are referred to in the body text	<input type="checkbox"/> Special case formatting applied manually rather than through the use of styles <input type="checkbox"/> Minor formatting problems with title page or TOC	<input type="checkbox"/> Page numbers appear on front matter <input type="checkbox"/> Front matter incomplete	<input type="checkbox"/> Front matter incorrect
Software Engineering Diagrams	<input type="checkbox"/> Easy to follow <input type="checkbox"/> Used standard diagram shapes <input type="checkbox"/> Used different levels of abstraction to present information	<input type="checkbox"/> Occasional use of non-standard symbols or notation <input type="checkbox"/> Some diagrams overly complicated. Needed to use more abstraction	<input type="checkbox"/> Hard to follow <input type="checkbox"/> Incomplete <input type="checkbox"/> Inconsistent use of symbols	<input type="checkbox"/> None included <input type="checkbox"/> Incorrect
Spelling and grammar	<input type="checkbox"/> No spelling errors <input type="checkbox"/> No grammatical errors <input type="checkbox"/> A range of punctuation including commas, colons, and semicolons used accurately and effectively	<input type="checkbox"/> Minor spelling, typing, or capitalization errors <input type="checkbox"/> Minor misuse of commas and other forms of punctuation	<input type="checkbox"/> Over 10 spelling, typing, or capitalization errors <input type="checkbox"/> Over 10 punctuation or style errors	<input type="checkbox"/> Spelling or grammatical errors interfere with understanding <input type="checkbox"/> Insufficient or lack of punctuation
Paragraph unity and coherence	<input type="checkbox"/> All paragraphs begin with strong topic sentences <input type="checkbox"/> Most paragraphs are between three to five sentences long <input type="checkbox"/> Paragraphs demonstrate unity by sticking to a single topic <input type="checkbox"/> Paragraphs demonstrate coherence by flowing smoothly from one sentence to another	<input type="checkbox"/> Several paragraphs do not begin with strong topic sentences <input type="checkbox"/> Occasional use of too short paragraphs (two or fewer sentences) or too long paragraphs (over six sentences) <input type="checkbox"/> More transitional words would have improved the flow from one sentence to another.	<input type="checkbox"/> Many paragraphs do not begin with strong topic sentences <input type="checkbox"/> Many sentences in paragraphs are loosely connected <input type="checkbox"/> Frequent use of too short (one or two or sentences) or too long (over six sentences) paragraphs <input type="checkbox"/> Sentences in paragraphs do not flow logically and smoothly from one sentence to another	<input type="checkbox"/> Sentences in paragraphs are choppy, disjointed, and unrelated to each other.
Transition between paragraphs and sections	<input type="checkbox"/> Section structure and headings are clear and logical <input type="checkbox"/> Subsections used effectively to organize the material <input type="checkbox"/> An introductory paragraph(s) appear at the start of each section <input type="checkbox"/> Subsections generally are two to four paragraphs in length	<input type="checkbox"/> Use of more subsections (headings 2 and 3) would have helped section organization <input type="checkbox"/> Use of fewer subsections, which consisted of single paragraphs, would have improved flow <input type="checkbox"/> Several subsections consist of a just one or two sentences or list of bullet items	<input type="checkbox"/> Several sections lack an introductory paragraph(s) that summarizes and previews the content that follows. <input type="checkbox"/> Almost every paragraph appears as a separate subsection <input type="checkbox"/> Many subsections consist of a just one or two sentences or list of bullet items	<input type="checkbox"/> Illogical or lack of use of sections and subsections seriously detract from the document readability
Clarity and conciseness in writing	<input type="checkbox"/> Words are used correctly and precisely <input type="checkbox"/> Vocabulary is appropriate to the intended reader	<input type="checkbox"/> Occasional ambiguity in word choice or sentence meaning	<input type="checkbox"/> Wordiness <input type="checkbox"/> Overuse of passive sentences	<input type="checkbox"/> Incorrect word choice <input type="checkbox"/> Content hard to understand

Professional Quality	30	29	28	27		Acceptable	23	22	21
Expected		26	25	24		Problems	20	19	18