

Reflective Writing Rubric

Form

Assessment task: Students will think about their work on their most recent event production. They will answer the questions with at least three full sentences for each.

Total Possible Points = 20
Points needed to pass = 14 (70%)

	Points
<i>Content – 8 points maximum</i>	
All or nearly all of the form is completed appropriately.	8
Most of the form is completed. Some information may be inappropriate.	4
Very little or no information is filled in or the information is incomprehensible.	0
<i>Spelling, Capitalization, Punctuation- 6 points maximum</i>	
Few or no errors.	6
Some errors.	3
Many errors or serious errors	0
<i>Handwriting and appearance– 6 points maximum</i>	
Very good handwriting and appearance. The print is placed and spaced appropriately.	6
Adequate handwriting and appearance. Some items may not be spaced or placed appropriately.	3
Poor handwriting and/or appearance. Information may be incomprehensible.	0
<i>Comments:</i>	

Reflection Rubric

VMA Capstone

Assessment task: Students will think about their work on their most recent event production. They will answer each question with at least three sentences for each.

Total Possible Points = 20

Points needed to pass = 14

	Points
<i>Content – 10 points maximum</i>	
The meaning is clear. There are a sufficient number of sentences, and they are all related to the assigned topic or picture.	10
The meaning is mostly clear. There are a sufficient number of sentences, and most of the sentences are related to the assigned topic or picture.	7
The meaning is partially clear. There are an insufficient number of sentences and/or the sentences may not be related to the topic or work experience.	4
The sentences are incomprehensible or completely inappropriate for the assigned topic.	0
<i>Grammar – 4 points maximum</i>	
Most or all the sentences are complete with correct grammar, and most or all words are in the correct grammatical order.	4
Some sentences are incomplete with grammar errors, and/or some words are not in the correct grammatical order.	2
The sentences are incomprehensible or no understanding of grammar is evident.	0
<i>Capitalization/ Punctuation/ Spelling / Legibility – 6 points maximum</i>	
Capitalization and end punctuation are mostly correct. There are few or no errors in spelling.	6
Capitalization and end punctuation are partially correct. There may be several spelling errors.	3
Errors in spelling and/or punctuation make the sentences incomprehensible.	0
<i>Comments:</i>	

Writing Rubric

ESL Level 3

Assessment task: Students will write a simple paragraph or a simple note on a topic assigned by the instructor.

Total possible points for paragraph or note = 20
Points needed to pass for paragraph or note = 14 (70%)

	Points
<i>Content / Organization– 10 points maximum</i>	
The topic is easily identified and a sufficient amount is written according to the assignment. All the sentences are easily comprehensible and clearly related to the assigned topic. There may be minor errors that do not interfere with understanding.	10
The topic is identifiable and an adequate amount is written. Most sentences are comprehensible and mostly related to the assigned topic.. There are errors, but in most cases the errors do not interfere with understanding.	7
The topic can be minimally identified and may have an insufficient amount written. Sentences are only partially related to the topic. Sentences have errors which interfere with comprehension.	4
The sentences are incomprehensible or completely inappropriate for the assigned topic.	0
<i>Grammar / Mechanics – 6 points maximum</i>	
The sentences in the paragraph or note have few or no grammatical errors. There are few or no spelling, capitalization and/or punctuation errors.	6
The grammar, e.g. verb usage, word order, etc. of most of the sentences is correct. Most of the words are spelled correctly, and most sentences use correct capitalization and punctuation.	4
The grammar, e.g. verb usage, word order, etc. of only a few sentences is correct, several words are misspelled but can be read with inference, and there are several capitalization and punctuation errors.	2
Grammatical/ mechanical errors make the writing incomprehensible.	0
<i>Format/ Neatness / Legibility – 4 points maximum</i>	
The paragraph or note form (i.e. title, indentation, margins) is correct; the writing is neat and legible.	4
The paragraph or note form (i.e. title, indentation, margins) is partially correct; the writing may be legible but is not neat.	2
The paragraph or note form is not correct and/or the writing is illegible.	0
<i>Comments:</i>	

Writing Rubric

ESL Level 4

Assessment task: Students will write a descriptive, process, or narrative paragraph or a note with a main idea, details, and a conclusion on a topic assigned by the instructor.

Total possible points for paragraph or note = 20
Points needed to pass for paragraph or note = 14 (70%)

	Points
<i>Content / Organization– 10 points maximum</i>	
The topic sentence, supporting details and a concluding sentence are easy to identify; the ideas are easily understood and clearly related to the assigned topic.	10
The topic sentence, supporting details and a concluding sentence can be identified. Most ideas are comprehensible and are mostly related to the assigned topic.	7
The topic sentence, supporting details and/or concluding sentence can only be minimally identified. The ideas require a substantial degree of inference to understand and/or the sentences are partially related to the assigned topic.	4
The content is incomprehensible or completely inappropriate for the assigned topic.	0
<i>Grammar / Mechanics – 6 points maximum</i>	
The sentences in the paragraph or note have few or no grammatical errors. There are few or no spelling, capitalization and/or punctuation errors.	6
The grammar, e.g. verb tenses, word order, etc. of most of the sentences is correct, most of the words are spelled correctly, and most sentences use correct capitalization and punctuation.	4
The grammar, e.g. verb tenses, word order, etc. of only a few sentences is correct, several words are misspelled but can be read with inference, and there are several capitalization and punctuation errors.	2
Grammatical/ mechanical errors make the writing incomprehensible	0
<i>Format/ Neatness / Legibility – 4 points maximum</i>	
The paragraph's form (i.e. title, indentation, margins) is correct; the writing is neat and legible.	4
The paragraph's form (i.e. title, indentation, margins) is partially correct; the writing may be legible but is not neat.	2
The paragraph's form is not correct and/or the writing is illegible.	0
<i>Comments:</i>	

Writing Rubric

ESL Level 5

Assessment task: Students will write a 2-3 paragraph composition on a personal topic or a narrative report of an experience or event, based on a topic assigned by the instructor.

Total possible points for composition = 20
Points needed to pass for composition = 14 (70%)

	Points
<i>Content / Organization– 10 points maximum</i>	
The composition is cohesive and well- organized. It addresses all parts of the task effectively. The topic sentences, supporting details and conclusion of the composition are easy to identify; the ideas are easily understood and clearly related to the assigned topic. Word choices illustrate some richness of expression.	10
The composition is somewhat organized. It addresses most parts of the task adequately. The topic sentences, supporting details and conclusion can be identified with effort; some ideas require inference to understand, but the sentences have meaning and are mostly related to the assigned topic.	7
The composition is not organized. It does not address the task adequately. The topic sentences, supporting details and/or conclusion are not present or can only be minimally identified even with effort; the ideas require a substantial degree of inference to understand and/or the sentences are partially related to the assigned topic.	4
The content is incomprehensible or completely inappropriate for the assigned topic.	0
<i>Grammar / Mechanics – 6 points maximum</i>	
The sentences in the composition have few or no grammatical errors. There are few or no spelling, capitalization and/or punctuation errors.	6
The grammar, e.g. verb tenses, word order, etc. of most of the sentences is correct, most of the words are spelled correctly, and most sentences use correct capitalization and punctuation.	4
The grammar, e.g. verb tenses, word order, etc. of only a few sentences is correct, several words are misspelled but can be read with inference, and there are several capitalization and punctuation errors.	2
Grammatical/ mechanical errors make the writing incomprehensible.	0
<i>Format/ Neatness / Legibility – 4 points maximum</i>	
The composition's form (i.e. title, indentation, margins) is correct; the writing is neat and legible.	4
The composition's form (i.e. title, indentation, margins) is partially correct; the writing may be legible but is not neat.	2
The composition's form is not correct and/or the writing is illegible.	0
<i>Comments:</i>	

Writing Rubric

ESL Level 6, ESSAY

Assessment task: Students will write a 3 - 4 paragraph essay on a personal topic assigned by the instructor.

Total Possible Points for Essay = 20
Points needed to pass Essay= 14 (70%)

	Points
<i>Content / Organization – Maximum 10 points</i>	
The essay addresses the topic effectively and is well-organized with an introductory paragraph, at least one paragraph with relevant supporting details, and a concluding paragraph; appropriate vocabulary is used and the overall meaning is clear. Word choices illustrate richness of expression.	10
The essay generally addresses the topic. It is somewhat organized and includes an introductory paragraph, at least one paragraph with supporting details, and a concluding paragraph. Vocabulary choices are mostly appropriate and the overall meaning is mostly clear. Word choices may illustrate some richness of expression.	7
The essay minimally addresses the topic. The introductory, support, and concluding paragraphs require inference to identify. Vocabulary choices are minimally appropriate and the overall meaning is minimally clear.	4
The essay does not address the topic and/or the content is completely incomprehensible.	0
<i>Grammar / Mechanics – Maximum 6 points</i>	
The essay has no or almost no grammatical errors. There are few or no errors with spelling, capitalization and punctuation.	6
The essay has some grammatical errors that do not interfere with understanding. There are some errors in spelling, capitalization, and punctuation that may distract the reader.	4
The essay has consistent grammatical errors that require the reader to infer meaning. There are also major spelling, capitalization, and/or punctuation errors.	2
Grammatical/ mechanical errors make the writing incomprehensible.	0
<i>Format , Neatness and Legibility - Maximum 4 points</i>	
The essay form (i.e. title, indentation, margins) is correct. The handwriting is neat and legible. If typed, standard font and double spacing is used.	4
The essay form (i.e. title, indentation, margins) is partially correct. The handwriting may be legible but is not neat. If typed, the font and/or spacing is not appropriate.	2
The essay form is not correct and/or the handwriting is illegible.	0
<i>Comments</i>	

Writing Rubric

ESL Level 7, ESSAY

Assessment task: Using a process approach, students will write a 4-5 paragraph essay on a non-personal topic partially related to research or readings as assigned by the instructor.

Total possible points for Essay = 25
Points needed to pass essay = 18 (70%)

	Points
<i>Content / Organization – Maximum 12 points</i>	
The essay addresses the topic very effectively, is well- organized, and includes a strong thesis statement. There are four to five paragraphs each with a clear topic sentence and supporting sentences with concrete examples. There are appropriate transition words and a relevant concluding paragraph. The ideas and/or vocabulary may show some richness of expression. The essay shows clear evidence of research and/or good comprehension of the reading.	12
The essay addresses the topic effectively, is organized, and has a thesis statement. There are four to five paragraphs each with a topic sentence and supporting sentences with some examples. There are a few transition words and a relevant concluding paragraph. The essay shows some evidence of research or fair comprehension of the reading.	9
The topic is minimally addressed and/or there are fewer than four paragraphs. The topic sentences are weak and the supporting paragraphs lack adequate examples. There are few or no transition words and/or a non-relevant concluding paragraph. The essay shows little evidence of research or minimal comprehension of the reading.	6
The topic is not addressed. There is an inadequate amount of writing and/or the main idea isn't present. The supporting paragraphs are weak with few or no examples. There are no transition words and a non-relevant concluding paragraph. The essay shows no evidence of research or comprehension of the reading.	3
The essay does not address the topic and/ or the content is completely incomprehensible.	0
<i>Grammar / Mechanics – Maximum 10 points</i>	
There are few or no grammatical errors. Sentence structure is varied. There are few or no errors in spelling, capitalization and punctuation.	10
There are some minor grammatical errors that don't interfere with understanding, Sentence variety is limited. There are some spelling, capitalization and punctuation errors that do not distract the reader.	7
There are many spelling, capitalization, verb and/or punctuation errors that interfere with understanding. Simple sentence structure is used throughout.	4
Grammatical / mechanical errors make the writing incomprehensible	0
<i>Format / Neatness / Legibility – Maximum 3 points</i>	
Essay form (i.e. title, indentation, margins) is correct. Handwriting is neat and legible. If typed, standard font and double spacing is used.	3
Essay form (i.e. title, indentation, margins) is partially correct. Handwriting may be legible but is not neat. If typed, font and/ or spacing is not appropriate.	1
The essay form is not correct and/or the handwriting is illegible.	0
<i>Comments</i>	