

WRITING RUBRIC

	Very Poor - 1	Poor - 2	Average - 3	Good - 4	Excellent - 5
CONTENT/TASK	Content: Severely incomprehensible and/or irrelevant. Format: Seriously incorrect. Task: Clearly misunderstood / not achieved.	Content: significantly incomprehensible and / or irrelevant. Format: Some obvious issues. Task: Partially misunderstood/ achieved.	Content: Minor issues only with comprehensiveness and relevance. Format: Adequate. Task: Adequately understood / achieved.	Content: Relevant and comprehensive. Format: Correct or very minor issues. Task: Well understood / achieved.	Content: Fully relevant and comprehensive. Format: Fully correct and very well executed. Task: Very well understood / achieved.
STRUCTURE	Serious errors in primary and secondary structure indicate a clear misunderstanding of this text type.	Some understanding of text type is apparent, but at least one serious error in primary structure remains.	Primary structure is correct or almost correct, but clear errors or inadequacies in secondary structure remain.	Primary structure is correct. Some errors in secondary structure remain.	Primary and secondary structure correct for this text type.
LANGUAGE	Poor level of English throughout such that meaning is generally unclear or indiscernible.	Serious issues with English that sometimes interfere with meaning.	Frequent issues with accuracy, but meaning is discernible throughout	A few issues with accuracy, and meaning is clear throughout.	Meaning is fully clear, and accuracy is perfect or close to perfect.

NOTES:

Content/Task (5):

Content: Is everything included and is it relevant? Is minimum word count met?

Format: How is the text organized visually in terms of whitespace / margins / graphics / layout

Task: Was the question answered properly? Is it the right type of text? Plus, overall how well was it answered?

1. If you write about the wrong thing, it means you misunderstood the task. Be very careful to avoid this as you will then likely only get 1 or 2 out of 5 on your overall content score. 1 if there is no relation in content between the two tasks you mixed up and 2 if there is. So, pay close attention to the question and what you are asked to do.
2. For format, making your text neat and tidy and using whitespace well and appropriately should be an easy way to improve your content score. Don't forget to leave margins all the way around your text and to put spaces between elements such as titles and paragraphs. Some texts may have other special formatting requirements you should make yourself aware of.
3. Normally the minimum word count is 150 words. It should not be difficult to write this much and it will normally be specified on the paper to remind you.

Structure

Primary Structure: Is primary structure correct (minimum score of 3)? Usually title, introduction, body, etc.

Secondary structure: Is secondary structure correct (if all correct 5)? Usually within paragraphs or primary structure parts. Can also be logical connections between sentences or steps in a process etc.

1. It should not be difficult to get a 4 in structure. According to the rubric, we have to give you at least a 3 if you get primary structure right, and then you just have to not make too many mistakes in secondary structure to get a 4.
2. Remember that secondary structure covers elements within primary structure (e.g. it might be parts of a paragraph as per the blog) and it also covers your logical connections overall. Do your sentences fit well together and do the connections make sense?
3. Overall, structure is probably the easier to do well in as the primary and secondary structural elements are usually not too complicated and can mostly be memorised.

Language

Meaning: Is everything understandable (minimum 3)?

Accuracy: Number and type of grammar mistakes. How many mistakes are there? Plus, are they major, e.g. tense / verb forms, or minor, e.g. plurals, prepositions, determiners etc?

1. If you at least make your meaning clear, according to the rubric, we have to give you at least a 3 out of 5. That should not be so difficult.
2. Accuracy refers to number and type of grammar mistakes as well as use of proper style and tone. Major mistakes in accuracy usually involve verbs and sentence structure. Minor errors in accuracy usually involve use of prepositions, determiners,

spelling etc. Word forms, use of adverbs, and adjectives are somewhere in between. This is not an exact rule as there is some overlap, but if you don't get your tenses and sentence structure mostly right you will not get a high score in language.