

MGT – 493: ASSESSING WRITTEN COMMUNICATION – INDIVIDUAL PAPERS

Name \_\_\_\_\_ Date \_\_\_\_\_

Traits	Performance Levels		
	7 (Very Good)	5 (Satisfactory)	1 (Unsatisfactory)
1. Provides clear introduction and background.	Provides a coherent introduction and addresses key background issues effectively.	Provides an introduction, presents some but not all of the key background information.	No or unclear introduction, and absence of background information.
2. Demonstrates knowledge and understanding of the discipline-related concepts and issues.	Appropriately addresses all key discipline-specific concepts and issues and most of the minor ones.	Appropriately addresses most of the key discipline-specific concepts and issues but omits or inappropriately identifies a few of the minor ones.	Discipline-specific concepts and issues are not identified or they are identified inappropriately.
3. Uses internally consistent arguments.	Arguments presented in the paper are consistent and the different parts of the paper are well integrated and consistent.	Most arguments are consistent, and most parts of the paper are integrated and consistent.	Arguments are inconsistent, different parts of the paper do not relate to each other and are inconsistent.
4. Organizes arguments in a logical manner.	All arguments are well organized, flow logically, and are easy to follow.	Most but not all of the arguments are well organized, flow logically, and are easy to follow.	Arguments are poorly organized, do not flow well, and are hard to follow.
5. Draws conclusions that are consistent with arguments and analysis.	Very strong connection between analysis and conclusion; there are no inconsistencies.	Reasonable connection between analysis and conclusions; there may be minor inconsistencies.	No or very weak connection between analysis and conclusions.
6. Uses acceptable style and grammar.	No or very minimal spelling, grammar, sentence structure, and paragraphing errors.	Few spelling errors, generally appropriate grammar, sentence structure, and paragraphing.	Numerous spelling errors; inappropriate grammar, sentence structure, and paragraphing used throughout the document.
7. Demonstrates effective literature search skills.	Uses multiple research sources and makes effective use of current and reliable information; sources are authoritative or come from the professional literature; includes current relevant sources.	Uses more than one research source but demonstrates no attempt to incorporate current information; most sources are authoritative or come from professional literature; sources are generally current and relevant.	No literature or use of inappropriate web-based sources; sources are not authoritative or do not come from professional literature; sources are not current and/or relevant.
8. Documents sources effectively.	Includes appropriate citations within the document and lists references that include full bibliographic information for each citation in the document; citations and references are consistent throughout the document.	Generally includes appropriate citations within the document and lists references at the end of the document; references are generally usable but may not contain the full bibliographic information; citations and references are generally consistent throughout the document.	No or inconsistent references; evidence of plagiarism.

**Points:**

1. \_\_\_\_\_ Points Added or Subtracted: \_\_\_\_\_  
 2. \_\_\_\_\_ \_\_\_\_\_  
 3. \_\_\_\_\_ \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_  
 6. \_\_\_\_\_  
 7. \_\_\_\_\_  
 8. \_\_\_\_\_

**Grade:**

Very Good: 45 – 56 points

Satisfactory: 35– 44 points

Unsatisfactory: 34 or below

TOTAL: \_\_\_\_\_