

### CBA Writing Rubric (with comments)

Performance Dimensions	N/A	Not Met	Met	Exceeds	Comments
<b>Instructions</b>					
The paper clearly and effectively <i>follows the instructions</i> given					
<b>Organization (OABC)</b>					
Opening gets attention, <i>provides context</i> , and introduces topic					
Agenda <i>previews</i> content of the document					
<b>Body</b>					
<i>Sound paragraphing</i> decisions ( <i>length</i> and <i>development</i> )					
Paragraphs limited to <i>one topic per paragraph</i>					
<i>Complete discussion</i> of one topic before moving to next topic					
<i>Transitions</i> and flow between paragraphs smooth					
The overall <i>flow/logic/structure</i> of document is apparent					
Closing <i>summarizes</i> and <i>concludes, recommends</i> , if appropriate					
<i>Structure evident</i> , suited for the message and type of document					
<b>Content</b>					
The content of the document is <i>relevant; information meaningful</i>					
The document is developed with <i>adequate support</i> and <i>examples</i>					
The content is <i>accurate</i> and <i>appropriate</i> , with <i>insightful analysis</i>					
<b>Style</b>					
The writing is <i>clear</i> and <i>concise; wordiness avoided</i>					
Overused, <i>trite phrases, clichés</i> , and <i>slang</i> are <i>avoided</i>					
An <i>appropriate voice</i> and <i>tone</i> is used					
The <i>style</i> is <i>appropriate</i> to the intended <i>audience</i> and <i>purpose</i>					
<b>Proofreading</b>					
The <i>grammar</i> and <i>spelling</i> are correct (proofread)					
<i>Punctuation</i> —comma usage, capitalization, etc.—used correctly					
The <i>sentence structure</i> and <i>length</i> are appropriate					
<b>Format</b>					
<i>Appropriate formatting</i> is used for type of document written					
Visual <i>appearance professional</i> ; information is <i>reader friendly</i>					
Good use of <i>font, margins, spacing, headings</i> , and <i>visuals</i>					
<i>Format</i> adheres to specified/ <i>required style</i> (APA, Chicago, MLA)					
<b>Citations (if applicable)</b>					
The <i>quality</i> and <i>integrity</i> of the <i>sources</i> are excellent					
<i>Sources</i> are appropriately <i>referenced</i> and <i>cited</i>					
<b>Plagiarism</b>					
The document is <i>original work</i> with others' work appropriately cited; <i>no plagiarism</i>					