

SSC Written Communication Skills Rubric

Criteria	Mastery	Approaching Mastery	Progressing	Emerging	Criterion Score
Structure	<p>4 points</p> <p>Written work has strong beginning with clear main point. Supporting sentences/paragraphs remain focused on main point and are logically organized. Conclusion offers thoughtful resolution. Smooth transitions glue the work together.</p>	<p>3 points</p> <p>Written work has adequate beginning with overall main point. Supporting sentences/paragraphs remain focused on main point and are organized. Conclusion and transitions are satisfactory.</p>	<p>2 points</p> <p>Written work has weak beginning and lacks coherent main point. Supporting sentences/paragraphs are not focused and organization is unclear. Conclusion and transitions are deficient.</p>	<p>1 point</p> <p>Organizational structure (and paragraphing) have serious and persistent errors.</p>	/ 4

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Content	4 points The length and breadth of the written work provides in-depth coverage of the topic, and assertions are fully supported by evidence/examples, conveying the writer's understanding.	3 points The length and breadth of the written work is sufficient to cover the topic, and assertions are adequately supported by evidence/examples.	2 points Written work does not do an adequate job of covering the assigned topic, and assertions are weakly supported by evidence/examples, conveying a lack of understanding of the subject.	1 point Written work does not cover the assigned topic, and assertions are not supported by evidence/examples.	/ 4
Style & Mechanics	4 points Word selection and sentence structure of work are effortlessly written and clearly communicate and enhance the meaning of the writer's work.	3 points Written work is relatively free of errors in word selection and use (and sentence structure, grammar, spelling, punctuation, and capitalization). Meaning is generally clear.	2 points Written work has several major errors in word selection and use (and sentence structure, grammar, spelling, punctuation, and capitalization) which may impede meaning.	1 point Written work has serious and persistent errors in word selection and use (and sentence structure, grammar, spelling, punctuation, and capitalization). Meaning is unclear.	/ 4

Total

/ 12