

## EGR 270 Materials Lab, Letter and Memo Grading Rubric

Name: \_\_\_\_\_ EGR270, Section: \_\_\_\_\_ Date: \_\_\_\_\_

### 1) Can organize a written work

- 10 = the work is complete and is organized in a logical and coherent sequence.
- 7.5 = the work is complete but is not entirely coherent.
- 6.5 = an organizational structure is used but material is often improperly placed;
- 0-5.5 = the work is not effectively organized, and information is scattered and sometimes missing.

### 2) Can write clearly, effectively, professionally.

- 10 = work is neat and professional, with very few errors of grammar, mechanics, or lower-order concerns. "Professional" includes proper use of published information and proper citations.
- 7.5 = work is acceptably neat, clear, complete, and concise but with frequent errors of grammar, mechanics, or citations.
- 6.5 = work is not neat and contains minimal grammar or spelling errors, but the writing is not clear, is not effective, and/or not professional.

### 3) Can correctly identify the purpose of a written work

- 10 = clearly presents and defines the purpose and scope of the work.
- 7.5 = the purpose and scope of the work are present but one is vague.
- 6.5 = both the purpose and scope of the work are present but vague.
- 0-5.5 = either the purpose or scope are missing, and the other is vague.

### 4) Can use data, graphics, or other resources to address the purpose of the written work

- 10 = effectively uses data, graphics, or other resources and addresses the purpose clearly. Have referred by figure or table number to all graphics and have appropriately discussed the data.
- 7.5 = the appropriate data, graphics, or other resources are presented but not in an acceptable format.
- 6.5 = occasional relevant data, graphics, or other resources are missing.
- 0-5.5 = many relevant data, graphics, or other resources are missing; purpose of the work missing.
- 0-5.5 = work is not neat and contains frequent grammar or spelling errors.

### 5) Can write effective conclusions and/or recommendations.

- 20 = clearly demonstrated use of engineering judgement in interpreting the data to reach clear and insightful conclusions and/or recommendations.
- 15 = demonstrated use of engineering judgement to interpret the data to reach valid conclusions and/or to make appropriate recommendations.
- 13 = demonstrated use of engineering judgement in interpreting the data to reach marginally clear and marginally appropriate conclusions and/or recommendations.
- 0-11 = did not interpret the data to reach an appropriate conclusion or make appropriate recommendations.

Total Points: \_\_\_\_\_ out of 60.