

RUBRIC of basic writing skills for admission essays					
	3 points	2 points	1 point	No Points	Points Earned
Grammar	The paper contained no grammatical errors.	The paper contained one grammatical error.	The paper contained two grammatical errors.	The paper contained three or more grammatical errors.	
Punctuation	The paper contained no errors in punctuation.	The paper contained one error of punctuation.	The paper contained two errors of punctuation.	The paper contained three or more punctuation errors.	
Spelling	The paper contained no spelling errors.	The paper contained one spelling errors.	The paper contained two spelling errors.	The paper contained three or more spelling errors.	
Thesis & topical sentences	The paper began with a thesis statement and each supporting paragraph began with a topic sentence supported by subsidiary sentences.	The paper began with a thesis statement and most supporting paragraphs began with a topic sentence supported by subsidiary sentences.	The paper did not begin with a thesis statement, but most sentences began with topic sentences supported by subsidiary sentences, ... OR ... The paper began with a thesis statement but most paragraphs did not begin with a topic sentence supported by subsidiary sentences.	The paper did not begin with a thesis statement AND the topic sentences of most paragraphs were not supported by subsidiary sentences.	
Sophistication of sentences	The writer consistently used variety in structuring sentences appropriate for the audience and purpose.	The writer generally used variety in structuring sentences appropriate for the audience and purpose.	The writer sometimes used variety in structuring sentences appropriate for the audience and purpose.	The writer seldom used variety in structuring sentences appropriate for the audience and purpose.	
Wordiness	Unnecessary words were generally avoided.	Unnecessary words were usually avoided.	Unnecessary words were sometimes avoided.	Unnecessary words were used excessively.	
Other indicators of clarity	The writer used (1) active rather than passive voice, (2) detail rather than generality, & (3) the text generally makes sense.	The writer consistently achieved two of these clarifying issues.	The writer consistently achieved one of these clarifying issues.	The writer did not consistently achieve these clarifying issues.	
Proof-reading	The writer discovered all typos and mistakes other than those noted above.	The writer allowed one typo or other example of sloppiness to remain in the manuscript.	The writer allowed two typos or other examples of sloppiness to remain in the manuscript.	The writer allowed three typos or other examples of sloppiness to remain in the manuscript.	
Presentation of the document					