### ECE 400 Writing Assignment Grading Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
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<tbody>
<tr>
<td>The <strong>CONTENT</strong> of the document is complete and effective.</td>
<td></td>
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<tr>
<td>(55 points)</td>
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<tr>
<td>The document is <strong>ORGANIZED</strong> and <strong>FORMATTED</strong> appropriately for its intended audience and purpose. (15 points)</td>
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<tr>
<td><strong>STYLE</strong> and <strong>TONE</strong> are appropriate for the intended audience and purpose. (15 points)</td>
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<tr>
<td>The author demonstrates knowledge of <strong>WRITING FUNDAMENTALS</strong>. (15 points)</td>
<td></td>
</tr>
</tbody>
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Total = / 100

**Content**
- Clearly explains the purpose of the document
- Completely covers the topic
- Supports the purpose with factual details; shows objectivity where needed

**Organization and Format**
- Uses appropriate sections for the document; includes headings where appropriate
- Employs logical organization within and between paragraphs
- Uses transitional words and phrases for cohesion

**Style and Tone**
- Makes language choices appropriate for the reader and which demonstrate knowledge of the field
- Writes concisely and uses unambiguous words
- Chooses first person (“I”) only when appropriate; uses active voice when possible

**Writing Fundamentals**
- Uses standard American English punctuation, grammar, and spelling
- Inserts citations when necessary; consistently follows IEEE style for references (available at [www.ieee.org](http://www.ieee.org))