

## ECE 400 Writing Assignment Grading Rubric

| Criteria   | Score |
|--|-------|
| The <b>CONTENT</b> of the document is complete and effective. (55 points)  |       |
| The document is <b>ORGANIZED</b> and <b>FORMATTED</b> appropriately for its intended audience and purpose. (15 points) |       |
| <b>STYLE</b> and <b>TONE</b> are appropriate for the intended audience and purpose. (15 points)                        |       |
| The author demonstrates knowledge of <b>WRITING FUNDAMENTALS</b> . (15 points)   |       |

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))