

English 341  
Rubric, DOCUMENT IN FIELD

Student's name: \_\_\_\_\_

The original article title and authors are mentioned  
in the beginning of the memo/essay (3) \_\_\_

The purpose of the original text is clear (6) \_\_\_

The rewritten passage serves as a representative account  
of the original document and is understandable to a non-expert reader (10) \_\_\_

The specialized vocabulary and technical knowledge of the  
original have been made comprehensible to a general reader (10) \_\_\_

The rewritten passage is phrased so as to hold a general reader's interest (8) \_\_\_

The entire document does **not** pose the student's own argument  
on the article topic (3) \_\_\_

GRAMMAR AND STYLE:

Comma-splices (3) \_\_\_

Other run-on sentences (3) \_\_\_

Subject-verb agreement (3) \_\_\_

Spelling and word-choice (3) \_\_\_

Overall clarity of sentences (10) \_\_\_

The memo/essay has been thoroughly proofread (6) \_\_\_

PAPER TONE:

Tone demonstrates awareness of audience as well as technical proficiency (7) \_\_\_

Tone is consistent throughout paper (5) \_\_\_

FORMAT:

The paper follows MLA or standard memo format guidelines (5) \_\_\_

All quotations include attributive tags and citations (2) \_\_\_

PEER REVIEWS:

Student turned in peer reviews at the end of class on Friday (3) \_\_\_

Student's peer reviews are thoughtful and thorough (10) \_\_\_

TOTAL POINTS RECEIVED (out of 100 possible):