

English 341  
Rubric, **DOCUMENT IN FIELD**

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

The original article title and authors are mentioned in the beginning of the memo/essay, preferably in the "Purpose" section or in an introductory phrase or two (2) \_\_\_\_

The purpose of the original text is clear (5) \_\_\_\_

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 consistence throughout paper (5) \_\_\_\_

**FORMAT:**

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

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

Included at bottom is a proper citation for the article in a standard format (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):