

Name _____ Period _____ Date _____

Written Assignment Rubric

Task Description: Write a brief reflection of the communication lesson and activities and how the information has impacted you and how it will impact your future in the food service and hospitality industry.					
Criteria	weight	Exemplary 4 Yes	Accomplished 3 Yes, but	Developing 2 No, but	Beginning 1 No
Topic	10%	<input type="checkbox"/> Directly relevant	<input type="checkbox"/> Somewhat relevant	<input type="checkbox"/> Remotely related	<input type="checkbox"/> Totally unrelated
Organization	10%	<input type="checkbox"/> Good organization; points are logically ordered; sharp sense of beginning and end	<input type="checkbox"/> Organized; points are somewhat jumpy; sense of beginning and ending	<input type="checkbox"/> Some organization; points jump around; beginning and ending are unclear	<input type="checkbox"/> Poorly organized; no logical progression; beginning and ending are vague
Quality of Information	25%	<input type="checkbox"/> Supporting details specific to subject	<input type="checkbox"/> Some details are non-supporting to the subject	<input type="checkbox"/> Details are somewhat sketchy. Do not support topic	<input type="checkbox"/> Unable to find specific details
Grammar, Usage, Mechanics, Spelling	25%	<input type="checkbox"/> No errors	<input type="checkbox"/> Only one or two errors	<input type="checkbox"/> More than two errors	<input type="checkbox"/> Numerous errors distract from understanding
Interest Level	10%	<input type="checkbox"/> Vocabulary is varied; supporting details vivid	<input type="checkbox"/> Vocabulary is varied; supporting details useful	<input type="checkbox"/> Vocabulary is unimaginative; details lack "color"	<input type="checkbox"/> Basic vocabulary; needs descriptive words
Neatness	10%	<input type="checkbox"/> Typed; clean; neatly bound in a report cover; illustrations provided	<input type="checkbox"/> Legible writing, well-formed characters; clean and neatly bound in a report cover	<input type="checkbox"/> Legible writing, some ill-formed letters, print too small or too large; papers stapled together	<input type="checkbox"/> Illegible writing; loose pages
Timeliness	10%	<input type="checkbox"/> Report on time	<input type="checkbox"/> Report one class period late	<input type="checkbox"/> Report two class periods late	<input type="checkbox"/> Report more than one week late

Assignment Score _____ + Beyond/Bonus _____ = Final Score _____