FUNDAMENTAL RUBRIC SKILLS

Audience Awareness Skills
- Ability to analyze various types of audiences
- Flexibility of writing style – changing tone and level of formality to meet audience expectations
- Facility in writing to a college-educated audience in a semi-formal or formal style
- Ability to adopt an appropriate approach
- Recognition of credible information and arguments
- Familiarity with appropriate methods for citing the ideas of others
- Consistency in point of view

Organization and Theme Structure Skills
- Ability to focus a topic to a suitable scope
- Establishment of a clear thesis or sense of purpose, directly or by implication
- Facility with various tools used in organizing information
- Ability to identify main points in an article
- Capable of summarizing the ideas of others
- Ability to paraphrase
- Proficient at choosing an appropriate quotation to illustrate a point
- Capable of introducing a quotation and explaining its importance
- Facility with synthesizing ideas from several sources
- Ability to sustain coherence within and between paragraphs
- Capable of using appropriate, effective transitional devices

Development Skills
- Recognition of the method of introduction which best suits an essay’s purpose and audience
- Ability to develop main points completely using details, examples, reasons, and citations from readings
- Control over logical development of ideas
- Ability to provide necessary explanation without unnecessary repetition
- Competence in selecting the type of concluding paragraph best suited to an essay’s purpose and audience

Sentence Structure Skills
- Ability to recognize and avoid serious sentence errors, such as inappropriate fragments, fused sentences, or awkward, vague, wordy, or unclear sentences
- Ability to vary sentences for emphasis and variety
- Facility with formulating sentences which emphasize and support the thesis

Word Choice Skills
- Recognition of vague words, clichés, and inflated diction
- Ability to select appropriate words
- Control over pronoun/antecedent agreement
- Ability to avoid words which are biased/sexist/dehumanizing

Grammar/Usage/Mechanics Skills
- Ability to write essays that are mechanically sound
- Production of essays that conform to standard English usage
- Use of acceptable manuscript conventions (online writing included)
- Library Skills
- Familiarity with major sources, such as the card/internet catalogs and periodical indexes
- Ability to use these sources to find information
- Facility with citing sources appropriately
- Ability to compose a Works Cited/Bibliography using MLA formatting