Effective Communication Rubric

Criteria	Beginning	Developing	Competent	Accomplished
Summary: Restates in student's own words main details of a text without opinions.	Has no major supporting details, plagiarizes, includes opinions	Has some major supporting ideas, excessive phrasing from original, no opinions	Has most major supporting ideas, some phrasing from original, no opinions	Has all major supporting ideas entirely in the student's own words, no opinions
Paraphrase: The restatement of a text passage in students' own words without opinions.	Does not show understanding of text, is plagiarized, leaves out most of original content, contains opinion, does not convey original meaning	Shows partial understanding of text, includes mostly synonyms for original words, includes most of the original content, contains opinion, does not convey original meaning	Is written almost entirely in the writer's own words, includes most of the original content of text, contains opinion, does not convey original meaning	Shows clear understanding of text, is written entirely in the writer's own words, includes all the original content, does not contain opinion, conveys meaning of original
Annotation: Detailed notes on a text	Is written only in full sentences, combines main and supporting ideas completely copied from the original, unknown words are not defined	Is written only in full sentences, delineates few main from supporting ideas, does not include student's thoughts and connections to outside material, uses considerable phrasing from the original, unknown words are not defined	Mixes notes and full sentences, delineates some main ideas from supporting ideas, does not include student's thoughts and connections to outside material, uses some phrasing from the original, some unknown words are not defined	is written in short notes, delineates all main ideas from supporting ideas, includes most of the content of the original, contains no opinion, conveys meaning of original, unknown words are defined
Outline: Restates in students' own words the main and supporting details of text	Does not cover main ideas of original text, is written in phrases and sentences, does not distinguish main from supporting ideas, is paraphrased from original	Covers all main ideas of original text, is written in phrases and sentences, somewhat distinguishes main from supporting ideas, is paraphrased from original	Covers most main ideas of original text, is written mostly in phrases, mostly distinguishes main from supporting ideas, is paraphrased from original	Covers all main ideas of original text, is written in phrases, completely distinguishes main from supporting ideas, is written in student's own words
Task: Addresses the assigned topic	Addresses the topic in a very general nature or not at all	Addresses the topic with limited specificity	Addresses the topic in a specific, individual manner	Addresses the topic creatively with unique individual insights
Central Idea: Expresses a central idea or thesis	Implies a central idea or thesis through its content or not at all	States in its introduction a central idea or thesis drawn directly from the language of the assignment	States in its introduction a central idea or thesis that explores a logical relationship among parts of the assigned topic	States in its introduction a sophisticated and well-reasoned central idea or thesis that clearly establishes an order for ideas in the body of support
Focus: Develops a sustained focus on the central idea	Some or none of the parts develop the central idea	Most parts develop the central idea	All parts strengthen the focus of the central idea	All parts deepen the focus of the central idea

Organization: Logically organizes supportive ideas around the thesis	Some or none supporting ideas relate to the central idea or thesis	Most supporting ideas relate to the central idea or thesis	All supporting ideas relate to the central idea or thesis	All supporting ideas relate to and develop the central idea or thesis
Correctness: Uses correct diction, syntax, usage, grammar and mechanics	Many errors in expression	Few errors in expression	No errors in expression	Exceptional use of diction, syntax, usage, grammar and mechanics in a polished style
Documents sources of information using the accepted form	Some or no sources are documented	Some sources documented in accepted form	Most sources documented in accepted form	All sources documented in accepted form