

## Academic Writing, Outline Grading Rubric

	<b><u>Excellent:</u></b> Task completion thorough & clear	<b><u>Good:</u></b> Task completion <i>mostly</i> thorough & clear	<b><u>Fair:</u></b> Task completion <i>somewhat</i> thorough & clear	<b><u>Poor:</u></b> Task completion <i>minimally</i> thorough & clear	<b><u>Missing:</u></b> Task completion <i>absent or irrelevant</i>	
	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	<b>Score</b>
<b>Introduction</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	
1. General Topic + Aim	1	.75	.5	.25	0	___ / 1
2. Brief background and/or history and/or definition	1	.75	.5	.25	0	___ / 1
3. Importance of topic	1	.75	.5	.25	0	___ / 1
4. Sequence	1	.75	.5	.25	0	___ / 1
<b>Main Body – Body 1</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	
1. Main idea: Main topic of Body 1	1	.75	.5	.25	0	___ / 1
2. Supporting ideas: Appropriate and sufficient	1	.75	.5	.25	0	___ / 1
3. Logically organised	1	.75	.5	.25	0	___ / 1
<b>Main Body – Body 2</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	
1. Main idea: Main topic of Body 2	1	.75	.5	.25	0	___ / 1
2. Supporting ideas: Appropriate and sufficient	1	.75	.5	.25	0	___ / 1
3. Logically organised	1	.75	.5	.25	0	___ / 1
<b>Main Body – Body 3</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	
1. Main idea: Main topic of Body 3	1	.75	.5	.25	0	___ / 1
2. Supporting ideas: Appropriate and sufficient	1	.75	.5	.25	0	___ / 1
3. Logically organised	1	.75	.5	.25	0	___ / 1
<b>Conclusion</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	
1. Restate the aim	1	.75	.5	.25	0	___ / 1
2. Summary	2	1.5	1	.5	0	___ / 2
3. Academic comments	1	.75	.5	.25	0	___ / 1
<b>Citations</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	
1. Format	1	.75	.5	.25	0	___ / 1
2. Usage	1	.75	.5	.25	0	___ / 1
<b>Notes</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Missing</b>	
1. Keywords/symbols	1	.75	.5	.25	0	___ / 1

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\_\_\_ / 10%