

The Effect of Electronic Writing Tools on Business Writing Proficiency

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**Web Appendix**

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## Appendix A

### School of Business-Approved Rubric for Evaluation of Business Writing (Fall 2010)

	Does Not Meet Standards Distracting Errors (0 points)	Approaches Standards Noteworthy Errors (1 point)	Meets or Exceeds Standards Nearly Error Free (2 points)	Score
Format	Incorrect headings, spacing, paragraph breaks, and/or margins.	Inconsistent headings, spacing, paragraph breaks, and/or margins.	Proper headings, spacing, paragraph breaks, and margins.	
Organization	Unfocused ideas, ineffective paragraphs, incorrect content, and/or non-existent transitions	Partially undeveloped or supported paragraphs. May use questionable transitions.	Cogent ideas, logically developed paragraphs, comprehensive content, and effective transitions.	
Language, Spelling, and Grammar	Poor sentence structure, incorrect word usage, several misspelled words, and/or discourteous language.	A moderate number of errors in sentence structure, spelling, and/or word choice.	Varied and effective sentence structure; concise, clear, courteous, and correct language.	
Punctuation	Frequent and serious errors that significantly interfere with comprehension and negatively influence the reader's perception of the writer.	A moderate number of errors that may interfere with comprehension or may negatively influence the reader's perception of the writer.	Evidence of careful proofreading. Errors do not interfere with comprehension and do not negatively influence the reader's perception of the writer.	
Total Points				

Total Points	Overall Evaluation
[ ] 0-2	Unacceptable document in its present form
[ ] 3-4	Needs significant revision before distribution
[ ] 5-6	Needs some revision before distribution
[ ] 7-8	Acceptable document for distribution

[ ] Student was present but chose not to complete assignment. Points forfeited.

[ ] Student was absent without excuse. Points forfeited.