Trait	Unacceptable (0)	Acceptable (1)	Good (2)	Excellent (3)	Comments	Grade
1 - Main idea / purpose	Main idea or purpose not identifiable or is weak and vague; no attempt at distinct introduction	Clear statement of central idea or purpose	A creative and effective introduction with a clear main idea or purpose	Opening paragraph clearly states or implies what will be proven, shown or defended		
2 - Main points are related to main idea / purpose	No recognizable support paragraphs or minimal linkage to main points	Support paragraphs develop main idea or purpose but lack sufficient examples and details	Each main point correlates with the main idea/purpose	Support paragraphs present concrete, relevant, and representative evidence		
3 - Sufficient details to support main points	Lacking or minimal documentation *if* documentation is necessary	Some support details, but may not be as fully developed as necessary to present a convincing and logical argument that is unified and coherent	Supporting details logically relate to the central idea; presents thoughtful ideas that need further development	Examples and explanations are used to develop main ideas and generalities; objective evidence correctly documented		
4 - Main points well organized	No discernable organization or structure	Distinct introduction and conclusion paragraphs, but too basic to be effective	Strong sense of organization, focus, and development; main ideas ordered in a sequence appropriate to topic and purpose	Essay is unified and coherent		
5 - Transitions are present and effective	No evidence of transitions	Paragraph transitions exist but are weak	Includes transitions, but phrasing and sentence variety are stilted	Includes transitions, shows attention to phrasing and sentence variety		
6 - Syntax and mechanics are correct	Numerous errors of syntax and mechanics	Minor number of errors of syntax or mechanics	No significant errors of syntax or mechanics	No significant errors of syntax or mechanics		
7 - Appropriate format	Does not address formatting requirements	Formatting requirements are mostly met	Formatting requirements are met	Formatting requirements are met		
8 - Tone and level appropriate for intended audience	Tone, level and language is inconsistent and/or inappropriate for subject and audience	Tone, level and language is generally consistent and appropriate to subject and audience	Author's tone, level and language are appropriate and consistent	Language, tone, and technical content are consistent with author's purpose and technical content is appropriate for intended audience		
9 - Conclusion	No conclusion paragraph, or too basic to be effective	Conclusion and summarization present, lacks support or is not coherent	Distinct conclusion, coherent summarization	Definitive conclusion which reaffirms central idea or purpose, conclusion clearly supported by main points		
10 - Major requirements of the assignment are met	Multiple major requirements ignored	At least 70% of major requirements are fully met	At least 90% of all major requirements are fully met	All major requirements are fully met		