

Technical Communication Grading Descriptors

A work

- Meets and exceeds all standards.
- Is free from grammatical errors.
- Conveys a superior understanding of audience, situation, and purpose.
- Has a special quality (a particularly engaging or persuasive prose style, for instance).
- Contains thorough, complete, and accurate information.
- Has good visual display.
- Is well developed and organized.
- Contains adequate and appropriate examples, support, and citations.
- Shows excellent development through the composing process.
- *Your company or organization would be pleased to distribute your document because it would represent the organization well. In fact, the document might gain you a promotion, or your supervisor would likely call upon you again to do this kind of task.*

B work

- Is a very good document that meets the standards for the assignment and engages the reader.
- May contain some minor flaws, small departures from the standards that can be fixed or overcome without much trouble.
- Is well written and well produced, with a solid understanding of audience, situation, and purpose.
- Contains proper citations and examples, and is sufficiently well developed and organized.
- Shows good development through the composing process.
- *Although your document would certainly represent the organization well, your supervisor sees some areas in which you need to improve and is willing to help such an able and hardworking employee as yourself.*

C work

- Is adequate in meeting standards, but may contain several flaws.
- Does the job but does not engage the reader or stick in the reader's mind.
- May fail to answer one or two major questions about the topic, problem, or task.
- May contain errors in logic or miss important sources.
- May handle sources awkwardly, for example by failing to incorporate them well into the text.
- May contain serious or numerous grammatical and mechanical errors.
- May not be sufficiently developed.
- *The document could not be sent out to your organization's audiences, clients, or users without a revision. Your supervisor has some doubts about your communication ability and motivation and will need to work closely with you to develop your communication skills.*

D work

- Forces the reader to do too much work to understand the document because of serious grammatical problems or incomplete information.
- Fails to meet an important requirement of the assignment.
- *Your organization would not send out this document; in fact, your supervisor would probably reassign the task to another employee and seriously consider your future with the organization.*

F work

- Is not complete or completed or does not address the assignment.
- *Sorry- time to find another job or career.*

