

Writing

Production Task Rubric

The table below is a special type of form called a rubric. Like other formal documents, the rubric controls what words or symbols can be written and where you should write them. The size of the boxes also limits how much you can write.

Rubrics are often used to measure how well a writer does on a writing task.

On the top left is the writing task, with five requirements listed below it. Checkboxes in the three middle columns can show how well the writer did. On the right, there is space for suggestions or notes from a teacher or tester.

You can use the rubric below to measure your success on each part of the writing task.

Writing Task 2	Completely	Mostly	Somewhat	Comments
You wrote an email message to thank a familiar and respected person.				
You wrote a clear subject.				
You followed standard message format including paragraphs and spacing.				
You matched your greeting and closing to your relationship with your reader.				
You wrote a direct message with a purpose and some details about what happened and how you felt.				
You used stative or progressive verbs correctly.				