Grading Criteria for Technical Writing, ENGL 2013

The 4Cs (Clear, Comprehensive, Concise, & Correct, described below) are the basic guidelines students should use when fulfilling writing assignments. Since taking Comp I and earning at least a "C" in that class are prerequisites for this class, I assume your understanding and mastery of the writing process: prewriting, drafting, revising, editing, and proofreading.

Your writing assignments will earn numerical grades. A score between 100-90 fulfills the 4Cs and the requirements of the particular writing assignment with exceptional success. A score between 89-80 is above average but has weaknesses that prevent it from being considered excellent; a score between 79-70 is considered adequate or average; 69-60 is below average; and a score of 59 or lower indicates that the work is little more than a rough draft and may not fulfill the particular writing assignment.

Revisions: You will have one week from the time the graded work is handed back to the class to revise for a better grade. There will be only one revision opportunity per assignment (with the exception of the CWP for which you will have no revision opportunity). You will be provided with feedback to help you with the revision process.

The 4Cs: These four categories and other hallmarks of good technical writing are discussed in our textbook, pages 10-13, "Measures of Excellence in Technical Communication."

CLEAR -- The document's purpose is clearly stated and its intended audience is clearly identified at the beginning of the writing. Titles and subject lines or statements are provided which make the purpose clear. Focus remains on the purpose or main point. All paragraphs and/or sections relate to the purpose and help to further develop and support it. Paragraph hooks and transitional words, phrases, or passages, or other cues such as numbers, graphics, or headings, lead readers through the writing in the correct sequence. These cues should also make it easy for readers to relocate specific information. If appropriate, illustrations, photographs, screen shots, graphs, charts, tables, or other graphics are provided to make the information easy to understand and follow. A conclusion is provided that sums up what has been said, restates the purpose of the document, and, if appropriate, offers suggestions or recommendations.

COMPREHENSIVE -- All the information that is needed is supplied at the appropriate point within the document, or specific directions are provided as to how to access or locate information that has not been supplied. For longer documents such as reports, front, body, and back matter each contain the necessary and appropriate elements to create individually coherent parts of a coherent whole.

CONCISE -- Unnecessary words and phrases are eliminated. In addition, the writer does not use jargon. The writing uses only as many words as are needed to fulfill its purpose and to communicate clearly and effectively with its audience.

CORRECT -- This area applies to facts and to style. Information presented as fact must be accurate; numbers and statistics must be 100% correct. It is expected that all technical writing will have correct execution, including but not limited to grammar, punctuation, mechanics, and diction. In the real world, one error of fact or execution may render an otherwise perfect document completely void.