

Written Communication

The University and the College are committed to prepare our graduates to succeed in their careers and offer the services of the Center for Excellence in Writing. Students may register at <http://undergrad.fiu.edu/learning/lab-writing-brochure.html>.

Indicators of Effective Writing	Levels of Achievement Adapted from http://valenciacc.edu/learningevidence/			
	0	1	2	3
Meaning & Development: ideas, examples, reasons & evidence, point of view	Inappropriate No viable point of view; little or no evidence; weak critical thinking, providing inappropriate or insufficient examples, reasons, or other evidence of support	Appropriate Develops a point of view, demonstrating some critical thinking; may have inconsistent or inadequate examples, reasons, & other evidence of support; support tends towards general statements or lists	Effective Develops a point of view & demonstrates competent critical thinking; enough supporting detail to accomplish the purpose of the paper	Insightful Ideas are fresh, mature & extensively developed; insightfully develops a point of view & demonstrates outstanding critical thinking
Organization: focus, coherence, progression of ideas, thesis developed	Lacking Structure Disorganized & unfocused; serious problems with coherence and progression of ideas; weak or non-existent thesis	Mostly Structured Limited organization & focus; may demonstrate some lapses in coherence or progression of ideas; generally, neither sufficient nor clear enough to be convincing	Structured Generally organized & focused, demonstrating coherence & progression of ideas; presents a thesis and suggests a plan of development which is mostly carried out	Perceptively Structured Thesis presented or implied with noticeable coherence; provides specific & accurate support
Language: word choice, & sentence variety	Inadequate Displays frequent & fundamental errors in vocabulary; sentences may be simplistic and disjointed	Adequate Developing facility in language use, sometimes uses weak vocabulary or inappropriate usage or word choice; sentence structure tends to be pedestrian & often repetitious	Proficient Competent use of language and sometimes varies sentence structure; generally focused	Sophisticated Choice of language & sentence structure; precise & purposeful, demonstrating a command of language and variety of sentence structures
Conventions: grammar, punctuation, spelling, paragraphing, format	Distracting Errors interfere with writer's ability to consistently communicate purpose; pervasive mechanical errors obscure meaning; inappropriate format	Fundamental Errors interfere with the writer's ability to communicate purpose; contains an accumulation of errors; some weakness in format	Controlled Occasional errors do not interfere with writer's ability to communicate purpose; generally appropriate format	Polished Control of conventions contribute to the writer's ability to communicate purpose; free of most mechanical errors; appropriate format