Scoring Guide for Case 2, Task 1: Analyze Parenthetical and Sentence Definitions

Name: Date:

Course & Section:

Deliverable: **E-mail**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Evaluation Criteria and Required Elements | Your Score | CriterionWeight | Total |
| Adheres to proper netiquette guidelines, such as using a specific subject line, clarifying the purpose of the message in the first paragraph, using relatively brief paragraphs, and supplying an appropriate signature. |  | x 2 |  |
| Identifies by letter the effective definitions and, if any, the definitions that are not appropriate for the blog’s intended audience. |  | x 2 |  |
| Identifies correctly all flawed definitions. |  | x 3 |  |
| Revises flawed **sentence definitions** so that each states the category and the distinguishing characteristics. Category contains a noun or noun phrase. |  | x 5 |  |
| Revises flawed **parenthetical definitions** so that each is clear, appropriate for the audience, and effectively integrated in the sentence (i.e., with parentheses or commas or introduced by a colon or dash). |  | x 5 |  |
| Uses effective design elements — such as white space, lists, and headings — to help make the message easy to read. |  | x 2 |  |
| Contains no typos or errors in spelling, punctuation, or grammar. |  | x 1 |  |
| Total Points for Assignment(100 points possible) |  |
| Comments:  |

What Your Scores Indicate

|  |  |  |
| --- | --- | --- |
| Score | Key Word | Comments |
| 5 | Outstanding | Demonstrates a **high degree of competence**, sustained control, and mastery of the element. May have occasional minor flaws. |
| 4 | Strong | Demonstrates **clear competence**. An element with a score of 4 is not as skillfully controlled as an element with a score of 5 and may contain minor flaws that can be fixed or overcome without much trouble. |
| 3 | Adequate | Demonstrates **adequate competence** and control but with occasional lapses in quality. |
| 2 | Limited | Demonstrates **some competence** but is clearly flawed. A score of 2 indicates more frequent or more apparent lapses than those described for a score of 3. |
| 1 | Flawed | Demonstrates **serious weaknesses**. |
| 0 | Missing | Required element is not included. |