

**Cathlena Martin**  
**Grading Rubric**  
**Four Oaks Case**

**Honesty:** Is the document's author honest about the importance of the information the reader seeks? Is the information accurate?

1      2      3

**Clarity:** Is the navigation of sentences and larger structures difficult? Do the sentences flow well from one to the next? Does the author use the appropriate word choices and grammar to help achieve a clearer, easier to read document?

1      2      3      4      5      6      7

**Accuracy:** Is the information accurate?

1      2      3

**Comprehensiveness:** Is the document thorough and explain everything the audience needs to know?

1      2      3      4

**Accessibility:** Is the document accessible by the layperson as well as the scientist? Are paragraphs formatted to allow for easy access to the most important information?

1      2      3      4      5

**Conciseness:** Does the document relay all the necessary information with as few words as possible? Did the document contain clichés or unnecessary words?

1      2      3      4      5      6      7      8      9      10

**Professional Appearance:** Does the document look like it was thrown together sloppily? or is it obvious that someone put a lot of thought into the document's design and used headings, white space, etc. appropriately?

1      2      3      4      5      6      7      8

**Correctness:** Standard conventions of grammar, mechanics, *style*, tone, spelling, and word usage.

1      2      3      4      5      6      7      8      9      10

Is the proposal addressed to the City Council?      Yes      No

Does the proposal address both issues (noise and public relations)? 10pts      Yes      No

Does the proposal submit a viable action to correct the two issues? 10pts      Yes      No

-----Additional Comments-----

Grade: \_\_\_\_\_/75