|  |  |  |  |
| --- | --- | --- | --- |
| **OBJECTIVE** | **DOES NOT MEET EXPECTATIONS** | **MEETS SOME EXPECTATIONS** | **MEETS ALL EXPECTATIONS** |
|  | **0 – 2 points** | **3 – 6 points** | **7 – 10 points** |
| **Proper usage of grammar and spelling** | Writing contains 5 or more spelling or grammar errors | Writing contains 4 or fewer spelling or grammar errors | Writing has no spelling or grammar errors |
| **Proper mechanics usage** | Does NOT meet any of the criteria set forth in the instructions | Meets some of the criteria set forth but does NOT post in a timely manner | Meets ALL of the criteria set forth in the instructions AND posts in a timely manner |
| **Peer response**  (only applicable to discussion boards) | Does NOT post at least TWO peer responses | Posts ONE peer response but it is neither substantive nor timely. | Posts at least TWO substantive and timely peer responses. |



**Business Communications, OST 2335**

**Grading Rubric**