



**Business Communications, OST 2335
Grading Rubric**

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.