

Communication Skills Rubric

NAME: _____ DATE: _____

Topic: Importance of communication in healthcare

Criteria / Point Scale	Distinguished 4	Proficient 3	Basic 2	Unacceptable 1
Organization	-- Extremely well organized and Introduces the topic clearly.	-- Generally well organized and Introduces the topic clearly.	-- Somewhat organized and Introduces the topic.	-- Poor or non existent organization and Does not clearly introduce the topic.
Category	-- Student presents information in logical sequence which is easily followed.	-- Most information is presented in a logical sequence; A few minor points may be confusing.	-- Student jumps around topic points. Several points are confusing.	-- Paper is choppy and disjointed; no apparent logical order.
Point Total	--Ends with an accurate conclusion showing thoughtful, strong evaluation of the topic presented.	--Ends with a summary of main points showing some evaluation of the topic.	--Ends with a summary or conclusion; little evaluation of content.	--Ends <i>without</i> a summary or conclusion.

Length of Paper	--Between 850 - 750 words.	--About 749- 700 words	--Between 699 - 600 words	--Less than 600 word
Category				
Point Total				

Content: Depth and Accuracy of Content	--Provides an accurate and complete explanation of key points of the topic.	--For the most part, explanations of key points are accurate and complete.	--Explanations of key points are incomplete. Enough errors to limit credibility	-- Topic not clear; There is a great deal of information that is not relevant to the topic.
Category Point	--Provides evidence of extensive and valid research with multiple resources (3 or greater).	--Presents evidence of valid research with required number of sources (3).	--Presents evidence of research with (2) sources.	--Presents little or no evidence of valid research.
Total _____	--Information completely accurate; all references were sited.	--No significant errors are made; a few errors or inconsistencies in information or sited references.	--Portions of the paper are too elementary.	--Paper is consistently too elementary.

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Use of Language, Grammar, Word Choice, Format Category Point Total _____	--Correct, precise spelling of all terms and uses correct grammar. --Sentences are complete and grammatical; they flow together easily. --Terms are chosen for their precise meaning. --Correct format per instructions used.	--Student spelled words correctly most of the time. --For the most part, sentences are complete. They flow together easily. --Terms are appropriate for the topic with only a few exceptions. --Format is mostly correct only minor errors.	--Paper has more than 5 misspellings and/or grammatical errors. --Can follow the paper, but vocabulary is somewhat limited or inappropriate. --Uses some slang terms. --Format has at least 4 errors (margins, spacing, font style and size, etc)	--Paper has many more spelling and/or grammatical errors than 5. --Cannot focus on the ideas presented due to difficulties with grammar and inappropriate vocabulary. --Uses many slang terms. --Format not followed
Research Effort Category Point Total _____	--Gathered additional material; brought in personal ideas and information to enhance project; used more than three types of resources to make project effective.	--Did a very good job of researching; used materials suggested to their full potential; used three types of research to enhance project; at times took the initiative to find information outside of school.	--Used the material suggested in an acceptable manner, but did not use additional resources.	--Did not use resources effectively; did not research topic.

INSTRUCTOR COMMENTS:

INSTRUCTOR SIGNATURE: _____ **TOTAL POINTS:** _____