

TABLE 4: RECOMMENDED COMMUNICATION ILO RUBRIC

ILO: Communicate effectively using verbal, visual, and written language with clarity and purpose in workplace, community and academic contexts.

Dimension	Exceeds Expectations (4)	Meet Expectations (3)	Fails to Meet Expectations (2)	Unacceptable (1)	No Evidence (0)
Clarity	<input type="checkbox"/> Logical sequence and progression of ideas promote extraordinarily clear communication. <input type="checkbox"/> Scrupulous attention to details and content. <input type="checkbox"/> Excellent organization.	<input type="checkbox"/> Logical sequence and progression of ideas promote clear communication. <input type="checkbox"/> Errors in content are few and not distracting. <input type="checkbox"/> Organized.	<input type="checkbox"/> Little logical sequence and progression of ideas makes communication unclear. <input type="checkbox"/> Many errors with underdeveloped content. <input type="checkbox"/> Unorganized.	<input type="checkbox"/> No logical sequence and progression of ideas to make communication clear. <input type="checkbox"/> Numerous errors with inaccurate content. <input type="checkbox"/> No attempt at organization.	<input type="checkbox"/> None. <input type="checkbox"/> None. <input type="checkbox"/> None.
Purpose	<input type="checkbox"/> Message medium is most appropriate for intended audience. <input type="checkbox"/> Displays clear understanding of assignment and high originality.	<input type="checkbox"/> Message medium is appropriate for intended audience. <input type="checkbox"/> Displays understanding of assignment.	<input type="checkbox"/> Message medium is partly appropriate for intended audience. <input type="checkbox"/> Displays partial understanding of assignment but omits several key elements.	<input type="checkbox"/> Message medium is not appropriate for intended audience. <input type="checkbox"/> Displays little understanding of assignment and many key elements omitted.	<input type="checkbox"/> None. <input type="checkbox"/> None.
Style	<input type="checkbox"/> Style is creative and enriches communication experience.	<input type="checkbox"/> General purpose style used.	<input type="checkbox"/> Style is predictable and fails to contribute to message.	<input type="checkbox"/> Inappropriate and vague style weakens message.	<input type="checkbox"/> None.
Written Language	<input type="checkbox"/> Correct grammar, punctuation and spelling.	<input type="checkbox"/> Nearly correct grammar, punctuation and spelling.	<input type="checkbox"/> Several errors in punctuation and spelling.	<input type="checkbox"/> Frequent errors in punctuation and spelling.	<input type="checkbox"/> None