

Written Communication Marking Guide

Trait	Excellent [16 – 20]	Good [13 – 15]	Satisfactory [10 – 12]	Unsatisfactory [0 – 9]
Technical writing skills: Spelling, capitalisation, punctuation, grammar, general proofreading.	No spelling errors, no discernible flaws in punctuation, grammar and sentence construction.	Very few spelling errors, correct punctuation, grammatically correct, complete sentences.	Lapses in spelling, punctuation and grammar, but not enough to seriously distract the reader.	Numerous spelling errors, absent or incorrect punctuation, and/or severe grammatical errors.
Vocabulary: Originality, breadth, variety and appropriateness.	Sophisticated use of vocabulary, choice of words and discipline-specific terminology.	Consistently appropriate vocabulary, consistently correct word choice and discipline-specific terminology.	Generally appropriate vocabulary; not overly repetitive. Generally chooses correct words and terminology.	Excessively limited, inappropriate or repetitive vocabulary. Misuses words and discipline-specific terminology.
Structure and style: Document, paragraph and sentence structure, flow and layout, appropriate to audience.	Elegant and thoughtful sentence and paragraph construction, which enhances the reader's understanding.	Variety of sentence construction; logical flow; style and structure appropriate for task, audience and genre.	Not overly repetitive; some variety in sentence construction; generally flows well; some awareness of audience and genre.	Repetitive and/or simplistic sentence structure; consistently disjointed, lack of flow; style/structure inappropriate for audience.
Clarity and conciseness: Answers the question, succinct, appropriate complexity.	Displays clarity of thought through a cogent argument focussed on the question, enlightening the reader.	Argument is effectively conveyed, addressing the question in an easily understood manner.	Argument reasonably clear; occasionally misses the point but answers the question; not excessively elaborate or complicated.	Main point and/or argument confused or unclear. Irrelevant information, no transition between ideas. Unclear conclusion.
Academic integrity and Appropriate use of referencing	Sources and citations are carefully chosen to concisely support the work, and the mandated referencing system is used skilfully and effectively.	Others' work acknowledged in-text and/or with citations. Uses the mandated referencing system consistently and correctly.	Other sources appear to be acknowledged. Uses the mandated referencing system but with occasional errors or omissions.	Work appears to be not adequately referenced or attributed. Does not attempt to use the mandated referencing system.