Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

**Writing Progress Check**

**Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter 5: Writing Progress Check Task** | | | | |
|  Topic: Workplace communication   Task: Write a well organized paragraph | | | | **Name:**  **Date:** |
| **Criteria** | **Yes** | **Some** | **No** | **What can you do better next time?** |
| You wrote an appropriate topic sentence. |  |  |  |  |
| All your supporting  sentences were relevant to your topic sentence. |  |  |  |  |
| You used appropriate  signal words to guide your reader. |  |  |  |  |
| You used accurate  grammar. |  |  |  |  |
| You used correct end‐of‐  sentence punctuation. |  |  |  |  |
| You used correct  capitalization. |  |  |  |  |

**In the Workplace**

An Intermediate Integrated Skills Textbook



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