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**

The chart below is a special type of form called a rubric. Rubrics are often used to measure how well a person completes a task.

On the left side is the writing task or assignment, with the main requirements below it. The requirements show how you should complete the task.

There are spaces for checkmarks in the four middle columns to show how well you did. On the right side, there is a space for comments from the instructor or tester. Complete the writing task, paying attention to the expectations in the rubric.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Chapter 1: Writing Progress Check** | | | | | |
| **Writing Assignment**   Topic: Workplace documents   Task: Fill in a form | | | | | **Name: Date:** |
| **Criteria** | **All** | **Most** | **Some** | **None** | **What can you do better next time?** |
| **You filled in all**  **of the required spaces with information.** |  |  |  |  |  |
| **The information**  **you put on the form is in the correct spaces.** |  |  |  |  |  |
| **You used the**  **correct abbreviations and spelling.** |  |  |  |  |  |

**In the Workplace**

An Intermediate Integrated Skills Textbook



Chapter 1 © Bow Valley College