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 three requirements below it. The requirements show how you should complete the task.

There are spaces for checkmarks in the three middle columns to show how well you did. On the right side, there is a space for comments from the instructor or tester.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter 2: Writing Progress Check** | | | | |
| **Writing Assignment**   Topic: Personal Management   Task: Write a description of an event that happened for an incident report | | | | **Name: Date:** |
| **Criteria** | **Yes** | **Some of it** | **No** | **What can you do better next time?** |
| **You introduced**  **the description with the time, date, and setting.** |  |  |  |  |
| **You described**  **what happened in the correct order.** |  |  |  |  |
| **You finished with the description of the outcome and how the problem was**  **fixed.** |  |  |  |  |

**In the Workplace**

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