

**Briefing Note (BN) Writing Rubric: Criteria for Grading Briefing Notes**

Points	20	14	12	7	
	<b>Meaning/Content:</b> the extent to which the BN exhibits sound understanding/interpretation/analysis				<b>Points</b>
<b>Government writing style</b>	BN is clear, concise, situated within Its strategic context, is designed for readability	BN is clear, but somewhat lacks strategic context	BN is mostly clear, but lacks strategic context and is somewhat difficult to read	BN is unclear without context and is difficult to read	

Points	5	3-4	2	1	
	<b>Language Use:</b> the extent to which the assignment reveals an awareness of audience and purpose				<b>Points</b>
<b>Word Choice</b>	Uses sophisticated precise vocabulary	Effective word choices	Some effective word choices	Few effective word choices	
<b>Sentence Variety</b>	Well-varied sentence structure throughout	Good sentence structure and variety	Occasional use of sentence variety	Little sentence variety	
<b>Voice/Sense of Audience</b>	Unique active voice; strong sense of audience	Evident awareness of active voice and audience	Some awareness of active voice and audience	Mechanical/unsuitable voice; unaware of audience	

Points	5	3-4	2	1	
	<b>Conventions:</b> the extent to which the assignments exhibits conventional grammar/spelling/word usage				<b>Points</b>
<b>Grammar/Punctuation</b>	Smooth, fluid error-free punct./grammar	Mostly correct grammar; errors do not interfere with communication	Errors occasionally interfere with communication; verb tense errors	Grammatical errors are awkward and interfere with communication	
<b>Spelling and Word Usage</b>	Correct spelling; error-free word usage	Mostly correct spelling and word usage	Errors in spelling and word usage	Misspelled and misused words throughout	
<b>Overall assignment presentation</b>	Appropriate BN style; unique title; professional presentation	BN style; appropriate title; neat presentation	Incomplete heading; average title/presentation	No heading/title; no attention to presentation	

Course number & section: (318 or 319): \_\_\_\_\_

Briefing Note # (1, 2, or 3): \_\_\_\_\_

Student Name (Last, First): \_\_\_\_\_

Total Points (out of possible 50): \_\_\_\_\_

Evaluated by: \_\_\_\_\_