

Professional Writing and Communication Portfolio Scoring Sheet

Learning Outcomes for the Professional Writing and Communication Major	Level of Accomplishment
1. Demonstrates a mastery of rhetorical principles (e.g., consideration of purpose, audience, and context) when communicating; Comments:	1 2 3 4 5
2. Apply appropriate document design principles to a variety of communication situations, including written, oral, and visual ones; Comments:	1 2 3 4 5
3. Demonstrates critical thinking, reading, and writing skills in responding to specific communication tasks or problems; Comments:	1 2 3 4 5
4. Create documents that are 'user-friendly' in content, structure, and design; Comments:	1 2 3 4 5
5. Make use of credible, reliable, and relevant source material (both primary and secondary) in a manner that is appropriate for specific communication situations; Comments:	1 2 3 4 5
6. Utilize a variety of electronic environments proficiently to produce effective documents; Comments:	1 2 3 4 5
7. Manage large projects effectively by allowing adequate time to research, write revise, and receive feedback; Comments:	1 2 3 4 5
8. Demonstrate proficient use of situationally appropriate and ethically sensitive language; Comments:	1 2 3 4 5
9. Produce a variety of documents that demonstrate grammatical and technical proficiency; Comments:	1 2 3 4 5

Professional Writing and Communication Portfolio Assessment Troubleshooting Sheet

Write down anything that didn't make sense or was difficult here:

Write down anything that went particularly well here:

Write down suggestions for improvement here: