Introduction to Careers in Hospitality and Tourism

Unit 11 – Loss Prevention – Security and Legal Issues

**Summative Assessment 2 – Rubric**

**6+1 Trait Writing Model: Writing an Incident Report**

Student’s Name: Score: /48 points

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| CATEGORY | 8 | 6 | 4 | 1 |
| Accuracy of Facts (Content) | All supportive facts are reported accurately. | Almost all supportive facts are reported accurately. | Most supportive facts are reported accurately. | NO facts are reported OR most are inaccurately reported. |
| Sequencing (Organization) | Details are placed in a logical order and the way they are presented effectively keeps the interest of the reader. | Details are placed in a logical order, but the way in which they are presented/introduced sometimes makes the writing less interesting. | Some details are not in a logical or expected order, and this distracts the reader. | Many details are not in a logical or expected order. There is little sense that the writing is organized. |
| Grammar & Spelling (Conventions) | Writer makes no errors in grammar or spelling that distracts the reader from the content. | Writer makes 1-2 errors in grammar or spelling that distract the reader from the content. | Writer makes 3-4 errors in grammar or spelling that distract the reader from the content. | Writer makes more than 4 errors in grammar or spelling that distracts the reader from the content. |
| Penmanship (Conventions) | Paper is neatly written or typed with no distracting corrections. | Paper is neatly written or typed with 1 or 2 distracting corrections (e.g., dark cross-outs; bumpy white-out, words written over). | The writing is generally readable, but the reader has to exert quite a bit of effort to figure out some of the words. | Many words are unreadable OR there are several distracting corrections. |
| Sentence Length (Sentence Fluency) | Every paragraph has sentences that vary in length. | Almost all paragraphs have sentences that vary in length. | Some sentences vary in length. | Sentences rarely vary in length. |
| Capitalization & Punctuation (Conventions) | Writer makes no errors in capitalization or punctuation, so the paper is exceptionally easy to read. | Writer makes 1 or 2 errors in capitalization or punctuation, but the paper is still easy to read. | Writer makes a few errors in capitalization and/or punctuation that catch the reader\'s attention and interrupt the flow. | Writer makes several errors in capitalization and/or punctuation that catch the reader\'s attention and greatly interrupt the flow. |