

# Practices of Technical Communication

## a textbook by Tracy Bridgeford

## Assessment Method

### Goal

The goal of assessment discussions is to come to some sort of consensus about what acceptable writing. This process is not about staking out a position and fighting for it, nor is it about anyone (including the instructor) imposing her will on the group. Rather, it is about seeking and finding common ground as a class.

Be open to hearing the assessments and observations of other students. This process is not about proving that your score is the right one. Discussion should at times lead you to norm up or norm down as the group standardizes itself. Norming is a collaborative decision-making process in which active listening, reflection, and compromise are paramount.

**Scoring Rubric** (See *Assessment Guide* for descriptions of categories.)

- 5 Superior
- 4 Highly Acceptable
- 3 Acceptable
- 2 Less Than Acceptable
- 1 Unacceptable

### Directions

#### Step 1: Read/Review the paper

Read the document through entirely as a whole. Read the document the way you would a magazine article, from beginning to end. A reader should glide through a document easily without having to stop and make sense of a sentence or paragraph. Don't mark any mechanical marks on the document as you read. If you need to write something down, write comments on a separate sheet of paper.

#### Step 2: Complete Competence Checklist

Before coming to class, complete the Document Evaluation form for each document to be used for the assessment workshop (available on textbook website).

#### Step 3: Score the Paper

Give the document a score based on the scoring rubric. Scores must be given in round numbers. Plus and minus are unacceptable. Assigning a score is not the same thing as assigning a grade. This process is about identifying competence, not grading. For example, a 5 document has some flaws and a 1 document has a few good points.

#### Step 4: Vote on Scores

Indicate your score during the class vote. The instructor will ask students to indicate their scores and record it on the board. Beginning with the score that receives the most votes, students will explain the reasons for their vote. Every student must speak and voice his/her opinion. After discussing each vote, the class will vote a second time in an effort to become normed.

## TECH COMM



4830 | 8836      Fall 2009  
W 5:30-8:10      ASH 145

### Office Hours

M/W 3:00-5:00  
[except 1<sup>st</sup> Wed/month 12:30-2:30]

All readings can be found on the textbook website (*Practices*). References to a reading are presented according to the link name or chapter title as listed on the website navigation in the right-hand column.

All policies regarding this course are available at [www.tracybridgeford.com/practices/techcomm.html](http://www.tracybridgeford.com/practices/techcomm.html)