



## ASSIGNMENT CHECKLIST WRITTEN COMMUNICATION

The Office of Institutional Effectiveness & Evaluation (OIEE) designed the Written Communication Assignment Checklist to aid instructors in selecting and/or designing an assignment for Core Curriculum Assessment. The assignment design should ensure that the artifacts (student-produced work) submitted for assessment demonstrate the core objective of Written Communication. The related rubric criteria are identified in the parentheses.

### THE ASSIGNMENT DIRECTS STUDENTS TO:

- Address an audience outside of self (Context of and Purpose for Writing)
- Identify a topic (Context of and Purpose for Writing)
- Demonstrate a purpose, such as to persuade, inform, debate, or describe (Context of and Purpose for Writing)
- Explain ideas about the topic (Content Development)
- Follow conventions of the genre, such as organization, language choice, and formatting (Presentation)

### IF STUDENTS WRITE BY HAND:

- Write legibly (Presentation)

### IF STUDENTS USE OUTSIDE SOURCES (OPTIONAL):

- Use sources related to and appropriate for the topic (Content Development)

### ADDITIONAL SUPPORT

Instructors are encouraged to review the Written Communication Rubric and the technical details of submitting artifacts on the OIEE website ([assessment.tamu.edu/core](http://assessment.tamu.edu/core)). Contact [assessment@tamu.edu](mailto:assessment@tamu.edu) for assistance in assignment design, review, and submission.

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Questions can be directed to the Office of Institutional Effectiveness & Evaluation.  
Website: [assessment.tamu.edu](http://assessment.tamu.edu)      Email: [assessment@tamu.edu](mailto:assessment@tamu.edu)      Phone: (979) 862-2918

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