

## General Rubric: 1L Skills Check for Professional Written Communication

	<b>Proficient</b>	<b>Developing</b>	<b>Beginning</b>
<b>Summary.</b> Prepares the reader to understand the scope of the legal analysis by concisely describing the client's legal issue and the answer to that issue.	Describes the client's legal issue accurately. Describes the issue and answer comprehensively by using relevant legal terms and relevant facts.	Describes the client's legal issue accurately but does not describe the issue and answer comprehensively. Description does not incorporate relevant legal terms, relevant facts, or both.	Does not correctly identify the client's legal issue or omits the Summary section.
<b>Factual Background.</b> Prepares the reader to understand the legal analysis by describing the facts relevant to resolving the client's legal issue.	Includes all or nearly all facts that are important to the legal analysis.	Includes most facts that are important to the legal analysis.	Omits most facts that are important to the legal analysis or omits the Factual Background section.
<b>Legal Analysis: Rule.</b> Introduces the reader to the legal rules that govern the client's legal issue by describing the rules accurately. Legal rules should be phrased as generally applicable rules and not examples from precedent.	Describes the relevant legal rules that govern the client's legal issue comprehensively by using relevant legal terms from the legal authorities. Legal rules are consistently recognizable as generally applicable rules rather than examples from precedent.	Describes the legal rules that govern the client's legal issue but not comprehensively, or some legal rules are not consistently recognizable as generally applicable rules rather than examples from precedent.	Omits or misstates one or more legal rules.
<b>Legal Analysis: Explanation of Rules.</b> Explains the relevant legal rules so that the reader understands how courts apply each rule. Some legal rules require more explanation than others, so writers should provide an appropriate amount of explanation for each rule. Explanations include describing the rule's terms or how a court applied the rule in a precedent case. A description of how a court applied the rule in a precedent case should include the case's outcome, key facts, and reasoning.	Consistently explains legal rules accurately and as thoroughly as necessary.	Consistently explains legal rules accurately but not as thoroughly as necessary.	Does not consistently explain legal rules accurately or includes only minimal (or no) explanation.
<b>Legal Analysis: Application of Law to Facts.</b> Demonstrates to the reader how the relevant law applies to the client's facts to support the correct conclusion for the client's issue.	Consistently describes how the relevant law applies to the client's facts by applying the relevant legal rule to key client facts or, if appropriate, by using comparisons to precedent to reach a correct conclusion. All descriptions are thorough.	Consistently describes how the relevant law applies to the client's facts by matching key client facts to parts of the relevant legal rule or explanation to reach a correct conclusion, but not all descriptions are thorough.	Does not consistently describe how the relevant law applies to the client's facts by matching key client facts to parts of the relevant legal rule or explanation to reach a correct conclusion.

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<b>Follows Directions.</b> Written work complies with assigning memorandum's stated preferences and requests.	Written work fully complies with stated preferences and requests.	Written work generally complies with stated preferences and requests.	Written work generally does not comply with stated preferences and requests.
<b>Legal Citation.</b> In the legal analysis, supports statements of law with legal citations to appropriate authorities. Legal citations follow stated audience preferences.	Legal citations to appropriate authorities appear consistently after statements of law, and those citations consistently follow stated formatting preferences.	Either (1) legal citations to appropriate authorities appear consistently after statements of law, but those citations do not consistently follow stated formatting preferences or (2) legal citations to appropriate authorities appear after most statements of law but not consistently.	Legal citations to appropriate authorities do not appear after most statements of law.
<b>Organization.</b> The organization of the legal analysis follows a sensible structure. The analysis of each issue or sub-issue includes: a clear conclusion, a rule statement that is followed by any necessary explanation, and an application of law to facts.	The legal analysis of each legal issue or sub-issue follows this order or an appropriate variation: (1) the issue's conclusion, (2) the relevant legal rule, (3) an explanation of the relevant legal rule, and (4) a description of how the relevant law applies to the client's facts to reach the issue's conclusion.	The legal analysis of each legal issue or sub-issue generally describes the relevant law before describing how that law applies to the client's facts to reach the issue's conclusion.	The legal analysis of each legal issue or sub-issue does not generally describe the relevant law before describing how that law applies to the client's facts to reach the issue's conclusion.
<b>Paragraphs.</b> Paragraphs within the legal analysis address one topic, begin with a topic sentence, and follow a sensible structure.	Paragraphs consistently contain only sentences that relate to a single topic or point. Paragraphs also consistently begin with an effective topic sentence and progress in a logical order.	Paragraphs consistently contain only sentences that relate to a single topic or point. But for some paragraphs the first sentence is not an effective topic sentence or the remaining sentences do not progress in a logical order.	Paragraphs do not consistently relate to a single topic or point, or many paragraphs contain only one or two sentences.
<b>Sentences.</b> Sentences throughout the memorandum show evidence of effective proofreading and editing.	Sentences consistently use vocabulary correctly and follow standard grammar, punctuation, and spelling conventions. The memorandum has few or no typographical errors.	Sentences generally use vocabulary correctly and follow standard grammar, punctuation, and spelling conventions. But the memorandum has some sentence-level errors or typographical errors.	Sentences do not consistently use vocabulary correctly or follow standard grammar, punctuation, and spelling conventions. The memorandum has numerous sentence-level errors or typographical errors.

