

FINAL REPORT ASSESSMENT RUBRIC

Name:

/25 pts / %

	Weak (1)	2	Good (3)	4	Excellent (5)	TOTAL PTS
TASK RESPONSE	Task partially fulfils the requirements:		Task mainly fulfils the set requirements:		Task fulfils the set requirements and situation:	10 pts max.
Topic, purpose & contents	Topic and purpose are not always clear for the reader, i.e. situation-problem-solution-evaluation (P-S-E) missing or poorly presented in the introduction. It is not always clear how the body paragraphs support the aim. The conclusion is missing or only partially fulfils the requirements. Contents are limited or only partially fulfil the task requirements.		Topic and purpose are clear. S-P-S-E pattern is evident in the introduction. The body paragraphs support the aim of the report sufficiently well. The conclusion (re)states the recommendation and summarizes the main arguments. Contents fulfil the task requirements sufficiently well.		Topic and purpose are very clear, with clear and smooth presentation of S-P-S-E in the introduction. The body paragraphs fully support the aim of the report. The conclusion (re)states and effectively justifies the recommendation linking it back to the original problem or need. Contents completely fulfil the task requirements 5 pts	
COHESION & COHERENCE	The text attempts to achieve focus and logical progression, but weakly		The text has a sufficient focus with logical progression		The text has a clear focus, it flows naturally and progresses logically	5 pts max.
Overall organization & coherence	Ideas and arguments are not well organised or tend to be disconnected. Paragraphs are used, but they may not stay on topic, or they may be too short or long.		Ideas and arguments are logically organised, but there may be some incoherence, jumpiness or breaks in the flow. Paragraphs are used logically and stay on topic.		Ideas and arguments are logically organized and coherent for the reader throughout. Paragraphs are used accurately to promote communication and stay on topic.	
LEXICO-GRAMMATICAL STRUCTURES AND STYLE	Poor/ satisfactory		Good		Excellent	10 pts max.

Grammatical accuracy	<p>Communicates with reasonable accuracy in familiar contexts; generally good control though with noticeable mother tongue influence. Errors occur, but it is clear what s/she is trying to express.</p> <p>The text contains frequent spelling, punctuation and capitalization errors.</p>	<p>Good lexico-grammatical control; occasional "slips" or non-systematic errors and minor flaws in sentence structure or word form may still occur, but they are rare.</p> <p>The text contains some spelling, punctuation and capitalization errors.</p>	<p>Consistently maintains a high degree of lexico-grammatical accuracy; errors are rare and difficult to spot.</p> <p>The text contains no or very few spelling, punctuation and capitalization errors.</p>	
Style and tone	<p>Style and tone are often inappropriate, e.g. too informal for the purpose and target audience. References are missing and/or inaccurately used.</p>	<p>Style and tone are appropriate, but there may be some inconsistencies or errors. References are used and they are mostly accurate.</p>	<p>Style and tone are consistently appropriate for the purpose and target audience. References are accurately used.</p>	