

Professional Report Marking Rubric

The following marking rubric will be used to mark this assignment

Criteria		Needs Work	Competent	Outstanding
Content (25%)	<ul style="list-style-type: none"> Provides an overview of your current/future industry area in Australia Reflects on the evolution of the chosen industry area over the last 5 years. Discusses how this evolution has shaped the current Australian workplace in terms of one aspect (out of the 6) <p>Discusses how this understanding enables better integration into their current/future workplace</p>	<p>Reflect on a number of changes, but only in a general and rudimentary way</p> <p>Makes insightful reflections that demonstrate a deep understanding of the chosen industry area and its evolution</p>		
		<p>0% 100%</p>		
Report Elements and Structure (20%)	<ul style="list-style-type: none"> Constructs a clear title that reflects the key message of the report Constructs an introduction that includes a central organising idea and an outline of the structure of the report Employs coherent, logically ordered paragraphs with clear topic sentences Has a conclusion that sums up the report and reviews the significant main points 	<p>The report is missing crucial elements and/or is lacking coherence</p> <p>The report is well-structured and coherent, and ideas fit together logically and clearly</p>		
		<p>0% 100%</p>		
Sources (20%)	<ul style="list-style-type: none"> Provides reliable and credible sources and evidence to back-up claims Incorporates six sources (four scholarly & two non-scholarly) Demonstrates excellent summarising and paraphrasing skills and an awareness of good academic conduct 	<p>Limited use of sources, or sources are not relevant, or not used ethically</p> <p>Chosen sources are of excellent quality, highly appropriate to the topic, and used in a convincing way</p>		
		<p>0% 100%</p>		
In-text and Endtext Referencing (15%)	<ul style="list-style-type: none"> Utilises appropriate in-text referencing in APA style, including the use of page numbers where appropriate Demonstrates an understanding of the fundamentals of end-text referencing in APA style 	<p>Has used APA in-text and/or endtext style in a rudimentary way</p> <p>Uses APA style perfectly</p>		
		<p>0% 100%</p>		
English Expression (20%)	<ul style="list-style-type: none"> Communicates clearly and efficiently in academic style Writes without grammatical inconsistencies or informal phrasing Demonstrates comprehensive revision and proofreading 	<p>Contains grammatical mistakes in nearly every paragraph, and/or uses informal phrasing, or is difficult to understand</p> <p>Written English is formal, clear, sophisticated and error-free</p>		
		<p>0% 100%</p>		

