

Assignment #4 (Team): Synthesized White Paper

Activity: Assignment #4: Synthesized White Paper

Course: Engineering Technical Communications (Section 4)

Name: Amey Mahendra Thakur

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Present	Criterion Score
The white paper contains a Title Page, Table of Contents, List of Figures (if required), and List of Tables (if required); Executive Summary; Introduction and Background; Analysis of all 4 Lenses; Conclusion; References; and Appendices as necessary.	2 points All sections are present and substantially complete.	1 point All sections are present. Some sections require additional information.	0.5 points All sections are present. Many sections require additional information.	0 points Some sections are missing.	/ 2
Executive Summary - The Executive Summary is complete, concise, and self-sufficient. It focuses on information important to a decision-maker: findings, recommendations, budget, timeline, lessons learned, foreseeable problems. The length is appropriate for	3 points The Executive Summary is complete, concise, and self-sufficient. It focuses on information important to a decision-maker: findings, recommendations, budget, timeline, lessons learned, foreseeable problems. The length is appropriate for the length of the report.	2.5 points All elements are included but need some improvement.	1.25 points Not self-sufficient OR audience was not properly considered OR length is inappropriate.	0 points Missing	/ 3

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Present	Criterion Score
Introduction and Background - The problem and the existing product have been clearly stated and thoroughly discussed. The design objectives have been clearly stated and discussed (stakeholder consideration/customer needs/SDGs addressed). Background information	5 points Clear discussion of all elements is included.	3.5 points Includes all elements but is somewhat unclear.	2 points Very unclear and/or missing elements.	0 points Missing	/ 5
Introduction and Background Continued: Proposed Solution - Thoroughly describes the proposed design/solution. Describes how the proposed design meets the design objectives, customer needs, and SDGs. Describes the strengths and limitations of the proposed d	5 points Clear discussion of all elements is included.	3.5 points Includes all elements but is somewhat unclear.	2 points Very unclear and/or missing elements.	0 points Missing	/ 5

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Present	Criterion Score
Integration of Individual Analysis Papers - Each individual lens analysis section is present, substantially complete, and written and formatted as part of a coherent and cohesive whole. Headings, topic sentences, transitional phrases, tone, style, voice,	5 points All individual sections have been integrated into a coherent and cohesive whole.	3.5 points Some inconsistency in style, voice, or tone.	2 points Some inconsistency in topic sentences, transitional phrases, or have coherence issues.	0 points Sections are not consistent in content, coherence, style, tone, voice, or formatting.	/ 5
Conclusion - Valid conclusions that summarize the findings of all four analysis sections have been stated for the proposed design/solution.	3 points The conclusions summarize all the findings of the four lenses and they are clear.	2 points The conclusions summarize all the findings of the four lenses but they are somewhat unclear.	1.5 points The conclusions are very unclear and/or a component is missing.	0 points Missing	/ 3
References - Includes all references (properly formatted using IEEE format) that have been used throughout the proposal.	4 points All present and properly formatted in IEEE style.	3 points Some errors in IEEE formatting.	2 points Many errors in IEEE formatting.	0 points Missing some or all citations or references.	/ 4

Criteria	Exceeds Expectations	Meets Expectations	Does Not Meet Expectations	Not Present	Criterion Score
Communication Skills - Figures and/or tables are properly numbered and given descriptive captions and/or titles, respectively. Reference is made to all figures and/or tables within the text of the report, prior to displaying the figures and/or tables. Visual	4 points Descriptive captions/titles are provided and figures/tables are properly numbered. Figures/tables are referred to in the text by label and explanation before they appear. Visual elements are consistently strong.	3 points Fairly descriptive captions/titles are provided and figures/tables are numbered. Most figures/tables are referred to in the text by label and explanation before they appear. Visual elements are appropriately accessible and engaging.	2 points Unclear captions/headings are provided. OR Captions/headings are not present. OR Figures/tables are not numbered. A majority of figures/tables are not referred to in the text by label and explanation before they appear. Visual elements may be inappropriate or suboptimal in some respect.	0 points Missing	/ 4
Communication Skills - The proposal is well organized and professional looking. Consistent formatting is used throughout the proposal. Appropriate and descriptive headings are used. Third person is used throughout.	4 points The proposal is well organized. The proposal is professional looking. Consistent formatting is used throughout the proposal. Appropriate and descriptive headings are used.	3 points There are some errors in the organization of the proposal. There are some errors in the professional look of the proposal. There are some inconsistencies in the formatting of the proposal.	2 points The proposal is not well organized. The proposal does not look professional. Consistency is lacking in the formatting of the proposal. First-person pronouns are used.	0 points The proposal is extremely messy, disorganized, and inconsistent in its formatting throughout. Personal pronouns are used.	/ 4
Communication Skills - The proposal is well written and easy to read and understand.	5 points The proposal is well written and easy to read and understand. there are very few mistakes and they do not detract from the work.	3.5 points The proposal is fairly well written and fairly easy to read and understand. There are some mistakes.	2.5 points The proposal is not well written. It is difficult to read and understand. There are numerous mistakes.	0 points Entire sections of the report are missing or in the wrong location.	/ 5

Total

/ 40

Overall Score

**Exceeds
Expectations**

34.25 points minimum

**Meets
Expectations**

23.125 points minimum

**Does Not Meet
Expectations**

8.875 points minimum

Not Present

0 points
minimum