

CENT 1310
Grading Form for Written Reports
Technical Report Writing Assignment

Name: _____ Course: _____

Assignment: _____ Date: _____

Applicable Student Outcomes and Learning Objectives: SO-3, LO-5

Technical Content (50 points)	a. Relevancy to course material _____ b. Elaboration of facts and research _____ c. Organization (clear structure, logical order) _____ d. Supplementary material (if available): graphs, tables, pictures _____ e. Technical accuracy _____	Points earned:
Form (25 points)	a. Title page _____ b. Table of Contents _____ c. Topic sections clearly identified by headings _____ d. Footnotes or in-text citations where appropriate _____ e. Bibliography. Use Library and the Internet _____ f. Bibliography/Works Cited. Use correct format _____ g. Pagination (size and thoroughness of report) _____	Points earned:
Grammar (15 points)	a. Sentence Structure _____ b. Spelling _____ c. Punctuation _____ d. Word usage _____	Points earned:
Appearance (10 points)	a. Formatting _____ b. Neatness _____	Points earned:
Deduction	Late Report. Two (2) points deducted for each day late.	Points deducted:
Note: X means "points deducted in this area"		Total Score: