

**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**

<b>Technical Content</b> (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:
<b>Form</b> (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:
<b>Grammar</b> (15 points)	a. Sentence Structure _____ b. Spelling _____ c. Punctuation _____ d. Word usage _____	Points earned:
<b>Appearance</b> (10 points)	a. Formatting _____ b. Neatness _____	Points earned:
<b>Deduction</b>	Late Report. Two (2) points deducted for each day late.	Points deducted:
Note: X means "points deducted in this area"		<b>Total Score:</b>