

Weekly Report

Area of achievement	Unacceptable (F)	(D)	(C)	(B)	(A)
Worked Task	<ul style="list-style-type: none"> No progress No effort 	<ul style="list-style-type: none"> Worked tasks are vague and inappropriate Very little efforts 	<ul style="list-style-type: none"> Worked tasks are described, but unclear what has been done Work load is below average 	<ul style="list-style-type: none"> Tasks are identified and described in a reasonable way Work load is average 	<ul style="list-style-type: none"> Worked tasks are clearly described Work load is above average
Writing style and grammar	<ul style="list-style-type: none"> Fail to give basic writing and full of errors Serious short of words / no submission 	<ul style="list-style-type: none"> Frequent spelling and grammatical errors difficult to read and understand noticeable short of words 	<ul style="list-style-type: none"> More than 3 spelling/ grammatical errors Readable writing style, but difficult to follow Slightly short of words 	<ul style="list-style-type: none"> 1-3 spelling and grammatical errors sentences are easily read and understood Slightly short of words 	<ul style="list-style-type: none"> Spell-checked and proofread well Good writing style, eg. flow of material makes understanding and reading easy Meet the number of word requirement