

## Technical Document Rubric

**Topic of Technical Document Reviewing:**

**Reviewee: Charmaine Lum**

**Date: 12/7/2018**

**Reviewer: Dane Sobol**

Scores		Description
5	<b>Excellent</b>	Went above and beyond the basic responsibilities
4	<b>Very Good</b>	Consistently did what he/she was supposed to do
3	<b>Acceptable</b>	Usually did what he/she was supposed to do
2	<b>Marginal</b>	Sometimes failed to meet the basic responsibilities
1	<b>Unacceptable</b>	Failed to meet the basic responsibilities

Topics	Description	Scores
<b>Organization</b>	<ul style="list-style-type: none"> <li>The flow of the document is smooth and easy to follow.</li> <li>The process of the design flows in a sequential order and can be easily replicated when necessary.</li> <li>Same Ideas are group together and are consistent with one another</li> </ul>	5
<b>Writing</b>	<ul style="list-style-type: none"> <li>There are no grammatical or spelling errors.</li> <li>The sentence structure and flow are well written and smoothly transitions with one another</li> <li>Punctuations are used correctly and helps strengthen the paper in terms of transition, flow, and organization</li> </ul>	5
<b>Figures</b>	<ul style="list-style-type: none"> <li>All figures are related to the topic of the technical document</li> <li>All figures in the paper were used and were referred to</li> <li>Figures were easily understood and did not cause any impedance on the reading</li> </ul>	4
<b>Presentation</b>	<ul style="list-style-type: none"> <li>The presentation of the technical document is organized and looks professionally written</li> <li>Headers and titles can be easily identified</li> <li>Subheaders are easily identified and are not mixed up with the main headers</li> </ul>	5
<b>Total (Out of 16)</b>		19

**Comments/Improvements:**

Charmaine did a great job adding technical documentation for The cooling system vents and radiator mount. She listed out the materials required, specifications, how to install these vents and radiators, and provided pictures. The figures needed a few more captions to describe each object, but overall her document was smooth and easy to follow. She did a great job on her technical documentation for the cooling system vents and radiator mounts.

**Overall Grade: A (19 points)**