**Report Grading Sheet**

Name \_­\_\_\_\_\_\_\_\_\_\_\_ Project \_\_\_\_\_\_\_\_ Date \_\_\_ Score \_\_\_**/\_\_\_**

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|  |  | Score and Comments |
| Technical Work  65% | Does the narrative clearly explain the purpose of the document in sufficient detail?  Is the experimental apparatus clearly explained?  Does the reader understand your experimental method including the types of experiments done?  Does the reader understand the theory behind your approach?  Does the document present clear logical arguments backed up by sound data?  Are the raw and derived data presented and discussed? Are the data accurate? Is the analysis accurate?  Is the analysis complete so that confidence can be placed in the author’s credentials and data?  Does the narrative rely on knowledge unfamiliar to the reader?  Are clear recommendations/conclusions given?  Does the document fulfill its purpose well? |  |
| Writing  35% | Are the figures/tables properly formatted and easy to understand?  Is the document properly structured as a technical communication?  Are the paragraphs constructed properly?  Does the narrative flow well?  Are there any grammar/spelling problems or typos? (-1 for each instance) |  |