Rubric for Written Report

**Task Description:** *(Teacher may explain specific assignment in this space.)*

*Write text here.*

| *Criteria* | Exemplary  4 | Effective  3 | Minimal  2 | Unsatisfactory  1 | Score |
| --- | --- | --- | --- | --- | --- |
| ***Topic*** | * Directly relevant | * Somewhat relevant | * Remotely related | * Totally unrelated |  |
| ***Organization*** | * Good organization; points are logically ordered; sharp sense of beginning and end | * Organized; points are somewhat jumpy; sense of beginning and ending | * Some organization; points jump around; beginning and ending are unclear | * Poorly organized; no logical progression; beginning and ending are vague |  |
| ***Quality of Information*** | * Supporting details specific to subject | * Some details are non-supporting to the subject | * Details are somewhat sketchy. Do not support topic | * Unable to find specific details |  |
| ***Grammar, Usage, Mechanics, Spelling*** | * No errors | * Only one or two errors | * More than two errors | * Numerous errors distract from understanding |  |
| ***Interest Level*** | * Vocabulary is varied; supporting details vivid | * Vocabulary is varied; supporting details useful | * Vocabulary is unimaginative; details lack “color” | * Basic vocabulary; needs descriptive words |  |
| ***Neatness*** | * Typed; clean; neatly bound in a report cover; illustrations provided | * Legible writing, well-formed characters; clean and neatly bound in a report cover | * Legible writing, some ill-formed letters, print too small or too large; papers stapled together | * Illegible writing; loose pages |  |
| ***Timeliness*** | * Report on time | * Report one class period late | * Report two class periods late | * Report more than one week late |  |

**Notes:** *Write text here*

**SCORE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/28**

**Grading Legend**

*(A guide for teachers to breakdown grade distribution based on score)*

|  |  |
| --- | --- |
| Points Earned | Grade Breakdown |
| 22-28 | **A** |
| 16-21 | **B** |
| 8-15 | **C** |
| 1-7 | **D** |