Rubric for Written Report

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

*Write text here.*

| *Criteria* | Exemplary4 | Effective3 | Minimal2 | Unsatisfactory1 | 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** |