Rubric for Written Report

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| Task Description: (Teacher may explain specific assignment in this space.)  |
| Criteria | weight | Exemplary4 Yes  | Accomplished3 Yes, but | Developing2 No, but |  Beginning1 No |
| **Topic** | 10% | * Directly relevant
 | * Somewhat relevant
 | * Remotely related
 | * Totally unrelated
 |
| **Organization** | 10% | * 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
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| **Quality of Information** | 25% | * 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
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| **Grammar, Usage, Mechanics, Spelling** | 25% | * No errors
 | * Only one or two errors
 | * More than two errors
 | * Numerous errors distract from understanding
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| **Interest Level** | 10% | * Vocabulary is varied; supporting details vivid
 | * Vocabulary is varied; supporting details useful
 | * Vocabulary is unimaginative; details lack “color”
 | * Basic vocabulary; needs descriptive words
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| **Neatness** | 10% | * 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
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| **Timeliness** | 10% | * Report on time
 | * Report one class period late
 | * Report two class periods late
 | * Report more than one week late
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Assignment Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **+** Beyonder/Bonus \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **=** Final Score \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_