

Written Report Evaluation Rubric

Topic	Beginning (Totally unrelated) 1	Developing (Remotely related) 2	Accomplished (Somewhat relevant) 3	Exemplary (Directly relevant) 4	Score
Organization (Overall order, flow, and transitions)	Details and examples are not organized, are hard to follow and understand.	Information is scattered and needs further development.	Information is logically ordered with paragraphs and transitions.	Information is presented in effective order. Excellent structure of paragraphs and transitions enhances readability and comprehension.	
Quality of Information	Unable to find specific details.	Details are somewhat sketchy.	Some details don't support the report topic.	Supporting details are specific to topic and provide the necessary information.	
Introduction	Introductory paragraph is not apparent.	Introductory paragraph is vague.	Introductory paragraph is clearly stated with a focus.	Introductory paragraph is clearly stated, has a sharp, distinct focus and enhances the impact of the report	
Conclusion	Concluding paragraph is not apparent.	Concluding paragraph is only remotely related to the report topic.	Concluding paragraph follows and summarizes the report discussion and draws a conclusion.	Concluding paragraph summarizes and draws a clear, effective conclusion and enhances the impact of the report.	
Grammar & Spelling	Numerous grammatical and/or spelling errors.	Three to five grammatical or spelling errors.	Fewer than 3 grammatical or spelling errors.	No spelling or grammatical errors.	
Bibliography	Resources not cited in paper or proper format not used.	Some resources are cited but not all. Not formatted correctly.	All resources are cited, but formatting isn't correct.	All resources are cited and appear with correct formatting.	
Add Your own					
				Total	