**Short Report Grading Rubric**

*Professional Communications OER: Writing*

This project/resource was funded by the Alberta Open Educational Resources (ABOER) Initiative, which is made possible through an investment from the Alberta government.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Does Not Meet Expectations** | **Meets Minimum Expectations** | **Meets All Expectations** |
| **Structure**  **&**  **Presentation** | (cover, title page, table of contents, summary, introduction, body, conclusion, references, appendix) | | |
| One or more structural sections/elements missing, incomplete, or incorrectly applied.   * Key sections/elements of the report are missing or poorly presented. * The report is not of a professional quality—poor use of fonts, headings, subheadings, margins, etc. * The organization of report elements is inconsistent and/or improperly applied. * Citations are not included or do not follow APA style and conventions. | Formatting of most structural sections/elements is correctly applied.   * All of the required sections/elements of the report are included. * They are complete and of an acceptable standard. * The report is professional with proper use of margins, fonts, but headings, figures/tables/graphs, etc., if included, add limited value to the presentation and quality of the report. * The report follows some of the rhetorical and structural principles outlined in the module, but key elements are missing. * Citations follow convention but with some inconsistencies in APA style. | Formatting of all structural sections/elements is correctly applied.   * All of the required sections/elements of the report are included. * They are complete and of a high quality. * The report is professional and includes informative headings and figures/tables/graphs, etc. to enhance the presentation. * Correct use of fonts, margins, and white space. Text is well balanced throughout the report. * The report is well organized following the rhetorical and structural principles outlined in the module. * Citations are correctly applied and follow APA style. |
| **Clarity**  **&**  **Conciseness** | (answers the question, succinct, appropriate level of complexity for audience) | | |
| Limited or ineffective use of important conventions.   * The report is confusing and unclear about how it connects to the purpose/problem/question. * The report contains information that is irrelevant to the purpose/problem/question, and gaps in detail limit its usefulness. * The report is difficult to read and follow. * Evidence does not support the main purpose/problem/question. | Effective use of important conventions.   * The report is reasonably clear but at times misses the point. * Parts of the report are not directly focused on the main purpose/problem/question. * Some of the report is unnecessarily complex, but overall readability is good. * Evidence in support of the main purpose/problem/question is inconsistent. * Reader has to draw inferences and make interpretations at times (because of issues in mechanics, below). | Consistent and effective use of important conventions.   * The report is effective and as a whole is well conveyed. * The report is highly focused on the purpose/problem/question and is understood easily without complication. * The report is logical and easy to read. Flow is good. * Evidence is credible and clearly supports the main purpose/problem/question. |
| **Writing**  **Mechanics** | (grammar, sentence structure, verbs, punctuation, spelling) | | |
| Serious errors in writing mechanics and/or language rule violation.   * Contains several errors in writing mechanics. * Writing does not follow conventional style or format. * Considerable grammar, spelling, punctuation errors. * Verb tense is wrong and little command of verb conjugation. * Incomplete phrases or sentences. | Writing mechanics and language rules are mostly adhered to.   * Some errors in writing mechanics but do not significantly interfere with understanding. * Style and format are consistent with convention. * Several grammar, spelling, punctuation errors make message difficult to understand. * Errors in verb tense and conjugation. | Writing consistently adheres to writing rules. Language quality is of high standard.   * Writing is clear, concise, error-free, and of professional quality. * Sentences are complete and well formed. Complex sentences are used correctly and appropriately. * Grammar, spelling, and punctuation is consistent and correct. * Verbs, including irregular verbs, are conjugated correctly. Verb tense is correct. |