

Written Report Evaluation Criteria

Score		Criteria	Excellent 100% (A, B)	Good 75% (C)	Fair 50% (D)	Poor 25% (E)
Given	Max					
	15	Structure	Presentation is clear and logical. Reader can easily follow line of reasoning. Logical connection of points.	Presentation is generally clear. Sentence flow is generally smooth. A few minor points confusing or not clearly connected.	Reader can follow presentation with effort. Structure not well thought out. Points are not clearly made.	Presentation is very confused and unclear. Reader cannot follow it or deduce the main points presented.
	10	Style	Level is appropriate for presentation of scientific results. Writing is free of errors in grammar, punctuation, and spelling. Flows smoothly.	Level is generally appropriate. Writing is generally error-free, but some errors in language or grammar may occur.	Enough errors in style or grammar occur that they become distracting. Voice may change randomly. May appear disjointed.	Writing style is consistently at an inappropriate level. Errors are frequent and distracting, so that it is hard to determine meaning. No logical connection of ideas or flow of sentences.
	25	Critical perspective	Show considerable critical thinking about information acquired from various sources. Able to critically discuss and independently evaluate information and to come to own conclusions.	Generally shows critical thinking skills. Able to provide some critical evaluation /discussion of information. Generally appropriate conclusions are drawn from it. Some assertions may lack support. May contain some minor mistakes, no significant errors are made.	Show some critical thinking. Lack of consistency in critical evaluation of information and viewpoints. Discussion and independent conclusions are inadequate. Significant logical errors are present.	Significant lack of critical thinking and perspective. Little independent thinking and conclusions. Authors accept viewpoints of others without critical consideration. Abundant logical errors.
	25	Content	Introduction contains pertinent background information. Given tasks and questions are thoroughly analyzed and elaborated. Results and conclusions are logically constructed and summarized. Information is consistently accurate.	Gives general information about the topic, but some relevant information may be missing, or significance is not clearly explained. Description of results is generally clear. No significant errors made.	Insufficient information on background, relevance, significance is given. Some information is accurate, but enough errors are made to be distracting.	Provides little or no information on background and significance. Information is inaccurate or with many errors. Discussion is very difficult to follow. Reader learns little.
	10	Use of figures and tables	Strong supplement to the text. Information is clearly presented. If taken from other sources, appropriate reference is given. Can stand alone without reference to text.	Provide good supplementary information, but may be somewhat lacking in clarity, appropriate reference, or explanation.	Difficult to understand. Do not stand alone; text must be consulted to figure out what is being presented. Inadequately referenced.	No figures or tables are used, or they are so poorly prepared that they detract from the presentation or do not illustrate the points made in the text.
	15	References	References to appropriate scientific articles are properly cited in the text and listed in proper format.	Appropriate references are used and cited, but some may be incomplete or in incorrect style.	Minimal numbers of references are used. Style is incorrect and/or incomplete.	No references provided.
	% of 100%					