

Student Name: _____

Student ID: _____

Date: _____ Total Score = _____ /20

REPORT EVALUATION - EAP 2



Criteria	Score	Criteria Description
Questionnaire	4	Questions addressed the topic in a relevant manner yet not all answers were suitable to provide information that could be interpreted reliably.
	3	Questions addressed the topic in a relevant manner but contained some unsuitable answers that did not allow enough variation for reliable interpretation.
	2	Simple questions addressed the topic. Many answers were unsuitable and did not allow enough variation for effective analysis
	1	Simple questions addressed the topic. Some answers were irrelevant and did not allow for consistently reliable interpretation
	0	No questionnaire included
Executive Summary and Introduction	3	The executive summary alerted the reader's interest and included most key areas in the report. The introduction stated the scope and direction of the report, provided an appropriate context for the main issue and indicated a general approach for interpreting the question and concluding the report
	2	The executive summary included many key areas in the report. The introduction stated the direction of the report, provided a basic context for the main issue and indicated a simple approach for interpreting the question.
	1	The executive summary included several key areas in the report. The introduction generally stated the direction of the report and provided a basic context for the main issue.
	0	No executive summary and/or introduction
Analysis of findings	3	Select findings were analysed critically with appropriate reference to significance and implications
	2	Select findings were analysed with cursory reference to significance and implications.
	1	Only a small number of findings were analysed but with no reference to their significance or implications
Recommendations	3	A recommendation was given based on the findings of the report but with limited information on an action plan and time frame for implementation.
	2	A recommendation was given based on the findings of the report but with appropriate information on an action plan but with no time frame proposed.
	1	A recommendation was made which attempted to address some key information in the findings of the report. No action plan proposed.
Report Formatting	3	Contained well-defined subheadings for all elements of report with appropriate spacing to articulate between elements. Mostly appropriate features of a report
	2	Used subheadings appropriately for most elements of report. May or may not demonstrate some inconsistencies with style (font, spacing, text size)
	1	Used subheadings appropriately for some elements of report. Some inconsistencies with style (font, spacing, text size)
Vocabulary, sentence structure and grammar	4	Wide range of vocabulary used. Register consistently appropriate to task. Generally high level of control demonstrated with mostly accurate use of a wide range of structures, including verb tenses, passive, modals, reported speech forms, compound and complex sentences.
	3	Appropriate range of vocabulary related to the task and topic. Consistent attempts at appropriate register. Generally appropriate level of control demonstrated with occasional inaccurate use of some structures, including verb forms, passives, modals, compound and complex sentences.
	2	Adequate range of vocabulary to meet minimum needs of the task. Mostly consistent attempts at appropriate register. Inconsistent control demonstrated with frequent inaccuracies in the use of some structures, including verb forms, passives, modals and reported speech. Developing control of compound and complex sentences consistently demonstrated.
	1	Basic range of vocabulary which may make the text repetitive. Inconsistent attempts at register. Inconsistent control demonstrated with frequent inaccuracies in the use of some structures, including verb forms, passives, modals and reported speech. Developing control of compound and complex sentences occasionally demonstrated.

Teacher Comments