

(g) an ability to communicate effectively

Writing Skills Assessment

Report Quality and Writing Skills:	Exemplary (4)	Proficient (3)	Apprentice (2)	Novice (1)
1. Spelling and Grammar	Almost no spelling and/or grammatical mistakes (≤ 0.2 mistake/page)	Rare spelling and/or grammatical mistakes (≤ 0.5 mistake/page)	Makes noticeable frequent spelling and/or grammatical mistakes (≤ 1 mistake/page)	Makes frequent spelling and/or grammatical mistakes (≥ 1 mistake/page)
2. Punctuation	Proper use of punctuation, sentences are not too long, no repetition of words, proper use of paragraphs	Proper use of punctuation, sentences are sometimes too long, some repetition of words, proper use of paragraphs	Some improper use of punctuation, sentences are usually too long, many repetition of words, some improper use of paragraphs	No use of punctuation at all ... Sentences seems to go on and on for ever ... No apparent usage of paragraphs
3. Structure and Organization (choice of fonts, titles, sub-titles, chapters, sub-chapters, sections, sub-sections to enhance the readability and understanding of the report), having a table of content, list of Figures and tables	Superb structure of the report, everything makes sense (understand templates and can follow them exactly), perfect table of content, list of Figures and tables	Good Structure and organization with some departure from the ideal template, good table of content, list of Figures and tables	The structure and organization are not good ... noticeable departure from template, poor table of content, list of Figures and tables	The structure and organization of the report seem to be random ... Does not follow the template at all ... missing table of content, list of Figures or tables

<p>4. Use of visual illustrations, other than plain text, (graphs, charts, flow diagrams, tables ...) to enhance the understanding of the report</p>	<p><u>All</u> information that can be represented graphically is presented as such with <u>proper</u> choice of the illustration method that suits the information being presented the most</p>	<p><u>Most</u> information that can be represented graphically is presented as such with <u>Good</u> choice of the illustration method that suits the information being presented the most</p>	<p>Most information that can be graphically illustrated is presented as plain text. Some information is illustrated graphically with some wrong illustration methods</p>	<p>Information is rarely illustrated graphically with improper choice of illustration methods</p>
<p>5. Formulae and equations</p>	<p><u>All</u> formulae and equations used are properly written, numbered and referenced</p>	<p><u>Most</u> formulae and equations used are properly written, numbered and referenced</p>	<p><u>Most</u> formulae and equations used are properly written but many are not numbered and referenced</p>	<p><u>Many</u> formulae and equations used are improperly written and most of them are not numbered and referenced</p>
<p>6. Proper use of References</p>	<p>All information obtained from others is properly referenced. The list of references is properly documented (source name, publication name, page numbers, ...etc.)</p>	<p>Most information obtained from others is properly referenced. The list of references is properly documented (source name, publication name, page numbers, ...etc.)</p>	<p>Some use of references, most information is not referenced. List of references is not properly documented (some information is missing, like page numbersetc.)</p>	<p>No referencing at all</p>
<p>7. Proper use of appendices (to reduce the size of the main body of the report)</p>	<p>All the information that is not critical to the</p>	<p>Most of the information that is not</p>	<p>Most of the information that can be put in</p>	<p>No use of appendices at all. Everything is in the</p>

	<p>understanding of the report but might be of some interest to some of the readers is put in the appendices. Appendices are properly organized (multiple appendices are used for different information)</p>	<p>critical to the understanding of the report but might be of some interest to some of the readers is put in the appendices. Appendices are properly organized (multiple appendices are used for different information)</p>	<p>appendices are spread through the main body of the report. Only one (or few) appendices are included containing many, unrelated, information</p>	<p>main body of the report</p>
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Technical Contents	Exemplary (4)	Proficient (3)	Apprentice (2)	Novice (1)
1. The abstract	Precise, completely conveys what has been accomplished, provide performance numbers with a good first punch line	Completely conveys what has been accomplished, provide performance numbers, no punch line, too many words	Somehow conveys what has been accomplished ... No performance numbers	No abstract at all or what is provided as an abstract is not an abstract!
2. Problem description and motivation	The problem being tackled is clearly described with proper usage of statistics, market surveys, news articles ...etc. to support the motivation for tackling this problem	Clear problem description but vague (or little support) motivation	Somehow vague problem description, no motivation or justification for tackling this problem at all	Vague problem description (one can not tell exactly what he is trying to do or why)
3. Objectives & Deliverables	Measurable objectives and deliverables are clearly and precisely stated	Objectives and Deliverables are stated with some vagueness (making them less measurable)	Some objectives and deliverables are provided (many are missing), however they are not clear nor measurable	Objectives & deliverables are not stated at all

<p>4. Project Management Plan</p>	<p>A well written work plan is provided detailing phases or milestones, tasks, task assignment, task duration, critical path analysis and contingency plans, required resources, and discrepancies between planned and achieved tasks. Tasks are clearly and precisely stated (one can tell what is the expected outcome of a task just by reading the task)</p>	<p>A work plan is provided with some details about tasks (no phases or milestones), tasks, task assignment, task duration, required resources, and discrepancies between planned and achieved tasks. <u>No critical path analysis and contingency plans.</u> Some tasks are vaguely stated (one can not tell what is the expected outcome of a task just by reading the task)</p>	<p>A very brief work plan is provided with very little description of tasks. Tasks are very vague.</p>	<p>No work plan is provided at all</p>
<p>5. Quality of Engineering Documentation</p>	<p>Engineering principles are well developed, Possible solutions are well documented, Proper description of solution, Proper Documentation of experimental setup , data acquisition, Analysis, results, testing, benchmarking (all that apply) and conclusions</p>	<p>Generally sufficient documentation of possible solutions, adopted solution, experimental setup , data acquisition, Analysis, results, testing, benchmarking (all that apply) and conclusions Some items might not be sufficiently documented</p>	<p>Some documentation is provided but some major components are missing</p>	<p>Documentation is generally inadequate</p>