

Written Report Grading Sheet

Name _____ Project _____ Date _____ Score ____/100

		Possible	Score	Comments
Technical Work (85%)	Transmittal letter	5		
	Executive Summary	10		
	Objective	5		
	Experimental design, methodology, accuracy of results	20		
	Data reduction, analysis, and statistical analysis	20		
	Results	15		
	Conclusions and Recommendations	10		
Writing (15%)	Organization	5		
	Quality of communication – clarity, precision, conciseness, logic	5		
	Grammar and spelling	5		
Total		100		