**Report Grading Sheet**

Name \_­\_\_\_\_\_\_\_\_\_\_\_ Project \_\_\_\_\_\_\_\_ Date \_\_\_ Score \_\_\_**/\_\_\_**

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|  |  | Score and Comments |
| Technical Work  65% | The narrative clearly explains the purpose of the document in sufficient detail.  The experimental apparatus is clearly explained in the text and with a figure.  The reader understands the experimental method including the types of experiments done.  The reader understands the theory behind your approach.  The document presents clear logical arguments backed up by sound data.  The raw and derived data are presented and discussed. The data and analysis are accurate.  The analysis is complete so that confidence can be placed in the author’s credentials and data.  The meaning of each statement is clear. The reader does not have to interpret the meaning or rely upon previous knowledge.  Clear recommendations/conclusions are given. |  |
| Writing  35% | Figures/tables are properly formatted and easy to understand.  The document is properly structured as a technical communication.  Proper paragraph structure is followed, and the text/narrative flows well.  The document accomplishes its purpose and satisfies all requests.  The document is free of grammar/spelling problems and typos. (-1 for each instance) |  |