



ENG 405 TECHNICAL REPORT WRITING  
SITUATIONAL ANALYSIS RUBRIC

**1.AUDIENCE ( 2 points)**

The writer provides detailed information about the following elements to be considered in audience analysis. (0,5 pt each)

1.1. Characteristics : Yes : **0,5** No: **0**

1.2. Needs : Yes: **0,5** No: **0**

1.3. Expectations : Yes: **0,5** No: **0**

1.4. Abilities : Yes: **0,5** No: **0**

**2. PURPOSE ( 1 point)**

**2.1.** The purpose statement demonstrates the writer's purpose for writing the report . (0,5 pt)

Yes: **0,5** No: **0**

**2.2.** The purpose statement demonstrates the reader's purpose for reading it. (0,5 pt)

Yes: **0,5** No: **0**

**3.ROLE ( 1 point)**

**3.1.** The writer selects an appropriate role (consultant, proposer, engineer, etc.) for himself/herself in the report.

Yes: **0,5** No: **0**

**3.2.** The role of the writer associates with the purpose of the report. ( N/A if the item 3.1. is "NO" )

Yes: **0,5** No: **0** N/A ( Not Applicable)

**4.CONTENT ( 0,5 point)**

The writer provides relevant details in relation to the purpose of report.

Yes: **0,5** No: **0**

**5.CONSTRAINTS ( 0,5 point)**

In general, the writer provides realistic information about possible constraints he /she recognizes in the project.

Yes: **0,5** No: **0**