



CANKAYA UNIVERSITY
OFFICE OF BASIC & ELECTIVE COURSES
-ENGLISH UNIT-
RATING SCALE FOR RTW 405 REPORT WRITING



	Fully agree	Partially agree	Disagree
1. The outline has been numbered using decimal numbering system.	1	0,5	0
2. In the outline, sections are designed in accordance with the type of the report.	1	0,5	0
3. The division of the ideas is appropriate for the type of the report.	1	0,5	0
4. There is a logical selection of major points in accordance with the section heading.	1	0,5	0
5. The minor points are successfully selected with relation to the major points.	1	0,5	0
TOTAL SCORE			

Notes for the Raters:

2. Different sections are included on the basis of the report type selected. Just to exemplify:

PROPOSAL	INFORMATION REPORT	RECOMMENDATION REPORT	PROGRESS REPORT
* Introduction * Problem * Objectives * Solution * Method * Resources * Schedule * Qualifications * Cost * Conclusion	*Introduction / *Body (many sections with relation to the topic) ,such as - "Background" -"Technical Assessment" -"Components of System" -"Construction Period" *Conclusion	*Introduction *Problems *Possible Solutions *Recommendations	*Introduction *Project description *Work Completed *Work Planned for Future Periods * Appraisal of Progress NOTE: Headings may change.

3. Students should use at least an appropriate pattern (cause effect / problem-solution / sequential / chronological / comparison-contrast, etc) in parallel with their topic and purpose. Then, they should divide their ideas in logical order according to the pattern they choose.

-Grant 0 if the pattern and the report type don't match.

-Grant 0,5 point if the pattern and the report type match, but there is no logical division of ideas according to the pattern.

-Grant 1 point if the pattern and the report type match and there is a logical division of ideas according to the pattern.

4. Students should provide related major points in sections. For instance, if the section heading is " problems" s/he should write the problems, not background information. Or, if the heading is "Advantages", then s/he should include only the advantages in subheading, not a disadvantage.

-Grant 1 point if the major points are all appropriate.

-Grant 0,5 point if more than 2 major points are problematic.

5.

-Grant 1 point if the minor points are all appropriate.

-Grant 0,5 point if more than 2 major points are problematic.