



CANKAYA UNIVERSITY
OFFICE OF BASIC & ELECTIVE COURSES
-ENGLISH UNIT-



RTW 405 - RATING SCALE FOR "INTRODUCTION" - TASK 3

	Fully agree 4	Mostly agree 3	Partially Agree 2	Mostly disagree 1	Fully disagree 0
1. The Introduction part has appropriate numbering/heading system.					
2. The "background" information has only the necessary information related to the purpose of the topic.					
3. The introduction states the "problem" that will be discussed in the report in detail.					
4. The introduction informs the reader about the "purpose" of the report clearly.					
5. The introduction conveys the "significance" of the report effectively.					
6. The Introduction provides enough information about the "scope" of the report correctly.					
7. The introduction demonstrates the "sources/methods" that are planned to be used in the report.					
8. The introduction informs the reader about the "summary (=conclusions)" appropriately.					
9. At the end of the introduction, the "organization" of the rest of the report is fully presented.					
10. The report is free from grammar mistakes.					
SCORE					
TOTAL SCORE OUT OF 40					
WEIGHTED SCORE OUT OF 10					

Notes for the Raters:

- Students should number the sections (1.1 , 1.2., etc) correctly and write the headings in accordance with the rules we have taught (by capitalizing each word, bold, 12 type size) e.g. **1.4. Scope**. If the student fails to apply the rules in their writing, please decrease the rate 1 point. For example, if you rate the work as 4, decrease it to 3 if the student didn't apply the rules (capitalizing each word, bold, 12 type size).
- Students should provide **enough** information to understand the topic and the background information should be related to the purpose of the report. If the student is planning to set up a new department for a company, then s/he should share information about the departments of the company briefly and narrows down it to the need of that special company. They do not give information about their import/ export rates.
- Students should explain why their report is valuable and needed to be read. They won't try to prove that the topic is important, but they will prove why their report is significant for this topic.
- Students should share what they will include to the report clearly. If they will just share the problem and possible solutions, then they should state it clearly in the Introduction part.
- They should inform the reader about the sources (printed or electronic / primary or secondary) they will use in detail. If they are planning to follow a specific method, they should give information about this method briefly and state why they prefer it.
- Students should share what they will recommend, or what conclusions they are expecting to reach, or what the reader will have learned about the topic at the end of the report.
- Students should demonstrate the order of the information in the body part clearly and without missing any parts.

SCORING INSTRUCTIONS : This rating scale has been designed for a total of 40 points, but the task is graded out of 10, so please divide the total score by 4 to get the weighted score of the task. If you have any inquiries, please feel free to contact muslumedemir@cankaya.edu.tr .