CANKAYA UNIVERSITY
OFFICE OF BASIC & ELECTIVE COURSES
-ENGLISH UNIT-
RTW 405 - <u>RATING SCALE FOR "BODY"</u> - TASK 4

	Fully agree 4	Mostly agree 3	Partially Agree 2	Mostly disagree 1	Fully disagree 0
1. The body part has the appropriate numbering/ heading system.					
2. The report includes all necessary parts of the outline in the correct order.					
3. The report has enough information in each sub-section.					
4. The body part contains visual elements appropriate for the information provided.					
5. The visual elements inserted in the text comply with the rules.					
6. The in-text citations have been done correctly.					
7. Sentence structure in the report is free from mistakes.					
8. The body part is free from spelling errors.					
9. The report demonstrates successful integration of linkers.					
10. Vocabulary choice in the report is appropriate for report writing.					
SCORE					
TOTAL SCORE OUT OF 40					
WEIGHTED SCORE OUT OF 10					

Notes for the Raters:

1. Students should number the sections (2.1 , 3.2.1., etc) correctly and write the headings in accordance with the rules we have taught (by capitalizing each word, bold, 12 type size) e.g. **3.2.1. Company Policies**. 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)**.**

2. Students should follow the order they use in the outline. They should not change the order or skip any parts.

3. Students should explain the sub-sections with some details (e.g. Examples, statistical information, historical information).

4. They should choose appropriate visual elements for their topic. For instance, they should prefer a pie chart to show the percentages of the company, or a table to demonstrate the numbers in the last decade, etc.

5. Students should apply the rules they have studied in the class regarding the visual,(e.g. its title, number and size.) in their report.

7. Students should not make serious mistakes, such as problems in SVO order, use of choppy sentences, sentence fragments, run-on sentences, overuse of "there is/are" and so forth.

9. The students are expected to connect the ideas using appropriate linkers according to the relationship between the ideas (reason-result / purpose / order, etc.).

10. They should avoid wordy phrases, unnecessary words, repetition of some words/phrases, and should prefer formal words.

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 .