**DOCUMENT 5: RATING SCALE FOR “FINAL”**

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| --- | --- | --- | --- |
|  | **Fully Agree** | **Partially Agree** | **Dis**  **agree** |
| 1. **Typing Requirements: 1pt**  * Font: Times New Roman-12 pt * Line spacing height: 1,5 * Margins: Top/Bottom/Right/Left=2,5 cm | 1 pt | 0,5 pt | 0 pt |
| 1. **Mechanics: 4 pts** | | | |
| * Page numbers: centered at the bottom | 1 pt | 0,5 pt | 0 pt |
| * Visuals: Insert at least 3 visuals in your report | 1 pt | 0,5 pt | 0 pt |
| * Numbering: Decimal | 1 pt | 0,5 pt | 0 pt |
| * Headings:   14 pt, all in capital letters, bold, aligned to left   * Subheadings:   12 pt, each word capitalized, bold, aligned to left   * Indentation: Indent 1 tab more for each subtopic | 1 pt | 0,5 pt | 0 pt |
| **C. Content: 13 pts \*** | | | |
| * Title Page | 1 pt | 0,5 pt | 0 pt |
| * Table of Contents | 1 pt | 0,5 pt | 0 pt |
| * Abstract | 2 pts | 1 pt | 0 pt |
| * Introduction | 2 pts | 1 pt | 0 pt |
| * Body | 2 pts | 1 pt | 0 pt |
| * Survey: at least 1 primary source | 1 pt | 0,5 pt | 0 pt |
| * Conclusion | 2 pts | 1 pt | 0 pt |
| * References | 1 pt | 0,5 pt | 0 pt |
| * Appendices | 1 pt | 0,5 pt | 0 pt |
| **D. References: 2 pts** | | | |
| * in-text references: at least 3 secondary sources | 1 pt | 0,5 pt | 0 pt |
| * end-text references: at least 3 secondary sources | 1 pt | 0,5 pt | 0 pt |
|  | **1000-1499**  **words** | **500-1000 words** | **0-**  **500 words** |
| **E. Word limit:**   * more than 1500 words: | -6 pts | -8 pts | -10 pts |
| **TOTAL SCORE** | \_\_\_\_\_\_\_\_\_ / 2 = | | |

**\*Note:**

1. You can include other elements in parallel with your topic. Only obligatory parts are listed above.

2. Refer to chapter 4 for the format of the elements above.

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