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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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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