**Evaluation of Style and Form: Author(s):**

**Report in Engineering or Science**

**Writing Grade**

**\_\_ 28 32 36 38 40 Style: Organization, Depth**

**\_\_ 28 32 36 38 40 Style: Language and Illustration**

**12 14 16 18 20 Form: Grammar, Punctuation, Usage, and Format**

**\_\_ Total**

**Writing Strengths**

Blue represents effective writing

**Structure (Organization, Emphasis, and Depth)**

Clear and precise title (Film 4\*)

Summary orients with context and summarizes main text; most important details emphasized (Film 4)

Introduction provides motivation, provides needed background, states scope, and maps report (Film 4)

Middle sections (and subsections if needed) target primary audience and fulfill scope (Films 1 and 5)

Conclusion provides summary of main findings (“…has presented…”) and gives closure (Film 4)

Appendices are referred to in the text, orient reader in first paragraph, and introduce illustrations (Film 4)

Reference listings in the text (and corresponding citations at end) support assertions (Film 4)

Appropriate targeting of audience and depth (Films 1 and 2)

Paragraphing of each section reveals that section’s organization (Film 5)

First sentences of sections (and subsections) orient (Film 6)

**Language and Illustration**

Language is as simple as possible, yet no simpler (Film 7)

Authors follow the principle of “one idea, one sentence” (Film 7)

Connections: Good use of transition words (Film A-3)

Connections: Variety of sentence openers: dependent clause, prepositional phrase,… (Film A-3)

Professional tone throughout (Film 3)

Figures provide helpful images; tables provide valuable information (Film 9)

Each illustration introduced by name, has heading or caption, and is properly placed (Film 9)

**Form: Grammar, Punctuation, Usage, and Format**

Clean grammar (Film A-5)

Clean punctuation (Film A-5)

Appropriate usage (Film A-5)

Professional format—if provided, specified format followed (Film 3)

Eye test passed: Clear that authors proofread the document before submitting (Film A-2)

**Writing Opportunities for Improvement**

Red type indicates a problem; green or ~~strike through~~ on report represents a suggestion

**Style (Structure, Illustrations, and Language)**

**Structure:** Title imprecise (Film 4)

Title contains a noun string that should be broken up (Film 4)

Summary does not orient the audience to the project (Film 4)

Summary does not state the most important takeaways of the main text (Film 4)

Beginning of report discusses ***the*** (or ***this***)project without introducing that ***a*** project exists (Film 6)

Introduction fails to motivate project, provide context, clarify scope, or map the report (Film 4)

First sentence to section does not orient reader (Film 6)

Middle section does not fulfill audience’s expectation (Films 1 and 2)

Reference listings such as [#] are missing in the text (Film 4)

More depth needed (Films 1 and 2)

Paragraphs of section do not reflect organization of information (Film 5)

**Illustration** not named, not introduced, not captioned, or not placed properly (Film 9)

More valuable figure or table needed (Film 9)

Figure caption needs more depth to explain unusual details (Film 9)

**Language:** Imprecise wording (Film 7)

Discontinuity between ideas (Film A-3)

Sentence contains more than one idea (Film 7)

Needless complexity: pretentious words, needless symbols (Film 7)

Reader trips because of missing comma after introductory phrase, clause, or transitional word (Film 8)

Reader trips because of standalone “this” (Film 8)

Reader trips because author used *as* to mean “because” (Film 8)

Informal writing: avoid contractions (Film 3)

Exaggeration: *optimal, best, never, always, all* (Film 7)

Too many sentences begin with the subject: You need variety in sentence openers to make better connections between your ideas (Film A-3)

**Form: Grammar, Punctuation, and Usage (Film A-5)**

**Run-on sentence:** You cannot join two sentences with simply a comma—you need a period, semicolon, or a conjunction (*and, but, or*)

**Fragment**

Wrong word choice such as *affect ↔ effect, its ↔ it’s*

Format does not pass the eye test--error exists that a quick proofread would catch (Film A-2)

Subject-Verb disagreement

Verb tense errors

Numeral versus number written out

Misspelling that spell checker would catch

Format error, such as line spacing for paragraphs or incorrect spacing above or below heading (Film 3)

Small errors, as marked

Overall: