

Progress Report Criteria

Format

Document(s) is formatted properly

- 5 - The document(s) does an excellent job of using formatting devices and highlighting tools.
- 4 - The document(s) does a good job of using formatting devices and highlighting tools. Minor revisions would improve the format of the document.
- 3 - The document(s) does an acceptable job of using formatting devices and highlighting tools. Some fairly major revisions are necessary to improve the format of the document.
- 2 - The document(s) does a fair job of using formatting devices and highlighting tools. Major revisions are necessary to improve the format of the document.
- 1 - The document(s) does a poor job of using formatting devices and highlighting tools. There is little or no evidence that the writer understands document format.

Audience

Document(s) shows sensitivity to target audience

- 5 - The document(s) does an excellent job of showing sensitivity to the target audience. Textual choices were clearly made with the target audience in mind.
- 4 - The document(s) does a good job of showing sensitivity to the target audience. Textual choices seem to be made with the target audience in mind, but some revision would help make this more clear.
- 3 - The document(s) does an acceptable job of showing sensitivity to the target audience. Some fairly major revisions would help to show that textual choices were made with the target audience in mind.
- 2 - The document(s) does a fair job of showing sensitivity to the target audience. Major revisions are necessary to show that textual choices were made with the target audience in mind.
- 1 - The document(s) does a poor job of showing sensitivity to the target audience. There is little or no evidence that the writer understands the target audience.

Access

Document(s) are constructed to provide easy access to information

- 5 - The document(s) does an excellent job of providing easy access to information. Readers can find the information they need quickly and easily.
- 4 - The document(s) does a good job of providing easy access to information. Readers can find the information they need, but some minor revisions would allow them to find it more quickly and easily.
- 3 - The document(s) does an acceptable job of providing easy access to information. With some fairly major revisions, readers would be able to find the information they need more quickly and easily.
- 2 - The document(s) does a fair job of providing easy access to information. Major revisions are necessary for readers to be able to find the information they need quickly and easily.
- 1 - The document(s) does a poor job of providing easy access to information. There is little or no evidence that the writer understands how to provide easy access to information in a document.

Information

Document(s) provides required information

- 5 - The document(s) does an excellent job of providing the required information. All required elements are present in the document.
- 4 - The document(s) does a good job of providing the required information. While all of the elements may be present, the document does not provide all required information completely.
- 3 - The document(s) does an acceptable job of providing the required information. Some fairly major revisions would help present all of the required information.
- 2 - The document(s) does a fair job of providing the required information. Major revisions are necessary to present all of the required information.
- 1 - The document(s) does a poor job of providing the required information. There is little or no evidence that the writer understands what information is required.

PR Content

Document articulates Work Completed and Work To Do

- 5 - The document does an excellent job of articulating work completed and work left to complete. The document gives readers all of the information necessary.
- 4 - The document does a good job of articulating work completed and work left to complete. While the document provides some detail, the document could use more.
- 3 - The document does an acceptable job of articulating work completed and work left to complete. Some fairly major revisions would help provide the reader with sufficient detail.
- 2 - The document does a fair job of articulating work completed and work left to complete. Major revisions are necessary to provide the reader with sufficient detail.

1 - The document does a poor job of articulating work completed and work left to complete. There is little or no evidence that the writer understands this section of the report.

Organization

Document(s) is organized effectively

5 - The document(s) does an excellent job of organizing information. The most important information is offered in the most effective place in the document(s).

4 - The document(s) does a good job of organizing information. While the information is organized, it could be done more effectively.

3 - The document(s) does an acceptable job of organizing information. Some fairly major revisions would help to organize the information more effectively.

2 - The document(s) does a fair job of organizing information. Major revisions are necessary to organize the information more effectively.

1 - The document(s) does a poor job of organizing information. There is little or no evidence that the writer understands how to organize information effectively.

Business Style

Document(s) uses appropriate business style

5 - The document(s) does an excellent job of using appropriate business writing style. The writing is both concise and clear.

4 - The document(s) does a good job of using appropriate business writing style. For the most part, the writing is concise and clear.

3 - The document(s) does an acceptable job of using appropriate business writing style. Some fairly major revisions would help the writing be more concise and clear.

2 - The document(s) does a fair job of using appropriate business writing style. Major revisions are necessary to make the writing more concise and clear.

1 - The document(s) does a poor job of using appropriate business writing style. There is little or no evidence that the writer understands business writing style.

Detail

Document(s) provides sufficient detail

5 - The document(s) does an excellent job of providing sufficient detail. The document provides the reader with all of the information necessary.

4 - The document(s) does a good job of providing sufficient detail. While the document provides sufficient detail, the document could use more.

3 - The document(s) does an acceptable job of providing sufficient detail. Some fairly major revisions would help provide the reader with sufficient detail.

2 - The document(s) does a fair job of providing sufficient detail. Major revisions are necessary to provide the reader with sufficient detail.

1 - The document(s) does a poor job of providing sufficient detail. There is little or no evidence that the writer understands how much detail is necessary.

Visual

Document(s) is visually consistent and appealing

5 - The document(s) does an excellent job of visual presentation. The visual nature of the text was clearly considered.

4 - The document(s) does a good job of visual presentation. Minor revisions would improve visual consistency and appeal.

3 - The document(s) does an acceptable job of visual presentation. Some fairly major revisions are necessary to improve visual consistency and appeal.

2 - The document(s) does a fair job of visual presentation. Major revisions are necessary to improve visual consistency and appeal.

1 - The document(s) does a poor job of visual presentation. There is little or no evidence of an understanding of the visual nature of texts.

Grammar and Correctness

Document(s) shows an understanding of grammar and punctuation

5 - A grammatically correct document

4 - A mostly error-free document

3 - A number of errors, but does not hinder the content

2 - There are some issues with mechanical errors (typographical/spelling/grammar etc.)

1 - There are serious issues with mechanical errors (typographical/spelling/grammar etc.)