EVALUATION FORM FOR WRITTEN WORK

<table>
<thead>
<tr>
<th>Names of Individuals Evaluated:</th>
<th>N</th>
<th>N</th>
<th>Weight (W)</th>
<th>Score= W*N</th>
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1. **Content**

   (a) Information is correct/original/ creative/relevant/ unified/focused. Clear topic, main points and sufficient supporting detail. Correctly labeled and referenced visual tools as appropriate.  
   - 4 (Excellent)

   (b) Information is mainly correct, etc, but contains minor errors, omissions or unrelated material. Visual tools show some minor deficiencies.  
   - 3 (Good)

   (c) Gaps and/or errors in information and visual tools. Some digressions, and/or extraneous material.  
   - 2 (Fair)

   (d) Fails to present adequate or correct information. Insufficient, incorrect or inappropriate visuals.  
   - 1 (Poor)

2. **Organization**

   (a) Topic and supporting material (including visuals) are presented logically. Correct paragraph organization. Headings and sub-headings well-chosen and placed.  
   - 4 (Excellent)

   (b) Minor errors in organization, logical presentation and paragraphing. Headings and sub-headings adequate.  
   - 3 (Good)

   (c) Not well planned. Logic is not always easy to follow. Organization and paragraphing are haphazard. Headings inconsistent.  
   - 2 (Fair)

   (d) Order of presentation jumbled and confused. Ideas disconnected. No evidence of planning. Poor paragraphing and headings.  
   - 1 (Poor)

3. **Conventions**

   (a) Mostly correct grammar, spelling, punctuation and capitalization. Layout is good.  
   - 4 (Excellent)

   (b) Several minor and major mechanical errors but mistakes do not confuse reader. Layout mainly good  
   - 3 (Good)

   (c) Minor and major mistakes. Mechanical errors confuse reader in parts. Adequate layout.  
   - 2 (Fair)

   (d) Too many minor and major mechanical errors. Errors interfere with readability. Careless layout.  
   - 1 (Poor)

4. **Word Choice/Vocabulary**

   (a) Appropriate vocabulary and terms.  
   - 4 (Excellent)

   (b) Word choice is not always correct or appropriate.  
   - 3 (Good)

   (c) Several wrong word choices and inappropriate usage.  
   - 2 (Fair)

   (d) A lot of words are misused, vague or repetitive. Meaning often unclear.  
   - 1 (Poor)

5. **Comprehensibility/Fluency**

   (a) Good clarity and readability. Sentences flow smoothly and are varied and concise. Smooth transitions.  
   - 4 (Excellent)

   (b) Mostly readable. Most sentences are smooth and clear but some are awkward. Meaning mainly clear.  
   - 3 (Good)

   (c) Sentence patterns are awkward and repetitive. Incomplete and run-on sentences. Meaning does not flow. Needs some rereading.  
   - 2 (Fair)

   (d) Sentences are jumbled and confused. Meaning is obscured and much rereading is necessary.  
   - 1 (Poor)

Total = \( \sum W*N \)

Grade = \( \frac{1}{4} \sum W*N \)