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| --- | --- | --- | --- | --- |
| points |  4 |  3 |  2 |  1 |
| Organization | The report focuses on one topic and includes: title page, introduction, body and conclusion and a bibliography page.  | The report focuses on one topic, but the report is lacking in one of the required areas. | The report focuses on one topic, but the report is lacking in two of the required areas. | The report focuses on one topic, but the report is lacking in three of the required areas.. |
| Voice | The introduction is attention grabbing.  | The introduction is interesting. | The introduction is mildly interesting. | The introduction is missing or should be attention grabbing. |
| Word choice | The report has either quoted or paraphrased information that is clear and concise. | The report mostly has either quoted or paraphrased information that is clear and concise. | The report has some quoted or paraphrased information that is clear and concise, but other words appear not to be quoted or paraphrased. | Much of the information doesn’t appear to be paraphrased in the student’s own words. |
| Sentence Fluency | All sentences are complete.  | There are 1-2 errors in sentence structure. | There are 3-4 errors in sentence structure. | There are more that 4 errors in sentence structure. |
| Mechanics | The writing contains no errors in mechanics. | The writing contains 1-4 errors in mechanics. | The writing contains 5-8 errors in mechanics. | The writing contains more than 8 errors in mechanics. |
| Bibliography | At least 3 necessary sources cited completely.  | At least 3 necessary sources, but some information is missing. | At least 3 necessary sources, but information is missing and some information is incorrectly placed. |  |