English 308: Technical Writing
Evaluation Rubric for Progress Report

Criterion	Fails (60)	Minimally Meets (70)	Meets (80)	Excels (90)	Flawless (100)	Total
Scope	No statement of scope or unintelligible writing.	Statement too brief or muddled; several errors in grammar or usage.	Adequate statement with some errors in grammar or usage.	Statement is concise, precise, and complete. One or two errors in grammar or usage.	Statement is concise, precise, and complete. No errors in grammar or usage.	
Work Completed	No statement of work completed or unintelligible writing.	Statement too brief or muddled; several errors in grammar or usage.	Adequate statement with some errors in grammar or usage.	Statement is concise, precise, and complete. One or two errors in grammar or usage.	Statement is concise, precise, and complete. No errors in grammar or usage.	
Projected Work and Schedule	No statement of projected work or unintelligible writing.	Statement of projected work marred by unintelligible writing. No schedule.	Adequate statement of projected work with some flaws in grammar or usage. Inadequate detail on schedule.	Good statement of projected work with some flaws in grammar or usage. Inadequate detail on schedule.	Statement is concise, precise, and complete. No errors in grammar or usage. Schedule shows careful attention to details.	
Use of Subheadings, If Pertinent	Up to 5 extra points if precise, concise, complete w/ no errors	Up to 5 extra points if precise, concise, complete w/ no errors	Up to 5 extra points if precise, concise, complete w/ no errors	Up to 5 extra points if precise, concise, complete w/ no errors	Up to 5 extra points if precise, concise, complete w/ no errors	
Document Design	Little or no attention.	Minimal attention.	Adequate design w/no emphasis.	Design emphasizes some important points.	Flawless design emphasizing all important points.	
Time spent by individual and group	No time spent submitted.	Imprecise or incomplete time submitted.	Adequate time & task with very little detail.	Good coverage and good detail w/ some errors.	Complete coverage, good detail, flawless.	
Total for Progress Report (total /5 + extra points)						