

Written Report Evaluation

Student/Team: _____

Logistics (40 points)

Suggested Point values	Criteria	Points earned
(5)	Spelling, punctuation and grammar	
(5)	Appearance of report: font, margins, page numbering	
(5)	Writing is concise and clear	
(5)	Length of Report	
(5)	Figures, graphs and tables labeled	
(5)	Figures, graphs and tables explained in the document	
(10)	All appropriate parts are present: Title page, abstract, table of contents, list of symbols and acronyms, appendices, etc	

Informational Content (60 points)

Suggested Point values	Criteria	Points earned
(5)	Project summary/abstract	
(10)	Introduction: Description of problem, requirements, specifications, assumptions	
(20)	Methods/Procedures: System design, construction and testing. Appropriate information contained in the appendices	
(10)	Results/Discussion: Analyze and interpret the data, tests.	
(10)	Conclusion/Recommendations	
(5)	References: Complete	