

Project Report Evaluation Rubric

Marking Criteria	Assessment Weight	UNACCEPTABLE (0-20)%	BELOW AVERAGE (21-50)%	ACCEPTABLE (51-80)%	OUTSTANDING (81-100)%	POINTS
1. Overall report structure	10	Not fulfilled the required structure, cover sheet, word limit, etc.	Partially fulfilled the required structure, cover sheet, word limit, etc.	Mostly fulfilled the required structure, cover sheet, word limit, etc.	Fully fulfilled the required structure, cover sheet, word limit, etc.	
2. Introduction	10	Not explained background about the topic, objectives of the project, sources of information, and organization of the project.	Partially explained background about the topic, objectives of the project, sources of information, and organization of the project.	Mostly explained background about the topic, objectives of the project, sources of information, and organization of the project.	Explained fully background about the topic, objectives of the project, sources of information, and organization of the project.	
3. Theoretical part	30	Not given clear, organized, and comprehensive review of literature related to project topic.	Partially given clear, organized, and comprehensive review of literature related to project topic.	Mostly given clear, organized, and comprehensive review of literature related to project topic.	Fully given clear, organized, and comprehensive review of literature related to project topic.	
4. Practical part	30	Not described examples/cases from real world companies, including evaluation of positive and negative aspects of your topic as they appear from your practical analysis	Partially described examples/cases from real world companies, including evaluation of positive and negative aspects of your topic as they appear from your practical analysis	Mostly described examples/cases from real world companies, including evaluation of positive and negative aspects of your topic as they appear from your practical analysis	Fully described examples/cases from real world companies, including evaluation of positive and negative aspects of your topic as they appear from your practical analysis	
5. Conclusion	10	Not given conclusion of the project that show the main results and recommendations to overcome the negative points in the analysis part.	Partially given conclusion of the project that show the main results and recommendations to overcome the negative points in the analysis part.	Mostly given conclusion of the project that show the main results and recommendations to overcome the negative points in the analysis part.	Fully given conclusion of the project that show the main results and recommendations to overcome the negative points in the analysis part.	
6. Academic English	5	Large number of mistakes in spelling, grammar, syntax, punctuation, expression, and flow.	Several mistakes in spelling, grammar, syntax, punctuation, expression, and flow.	Minor mistakes in spelling, grammar, syntax, punctuation, expression, and flow.	Negligible mistakes in spelling, grammar, syntax, punctuation, expression, and flow.	
7. The overall quality of the report.	5	The report is very poor with no contribution to knowledge.	The report is below average with little contribution to knowledge.	The report is acceptable with moderate contribution to knowledge.	The report is excellent with high contribution to knowledge.	
Total Mark	100					

Project Presentation Evaluation Rubric

Marking Criteria	Assessment Weight	UNACCEPTABLE (0-20)%	BELOW AVERAGE (21-50)%	ACCEPTABLE (51-80)%	OUTSTANDING (81-100)%	POINTS
1. Opening	10	Not clarified the purpose of the presentation and preview the main points of the presentation to audience and gets their attention.	Partially clarified the purpose of the presentation and preview the main points of the presentation to audience and gets their attention.	Mostly clarified the purpose of the presentation and preview the main points of the presentation to audience and gets their attention.	Fully clarified the purpose of the presentation and preview the main points of the presentation to audience and gets their attention.	
2. Organization	20	Body is not clearly divided into main points, presentation content has not been carefully organized.	Body is partially clearly divided into main points, presentation content has partially been carefully organized.	Body is mostly clearly divided into main points, presentation content has mostly been carefully organized.	Body is fully clearly divided into main points, presentation content has fully been carefully organized.	
3. Delivery style	30	Not showed preparation, maintains interest, reinforces main points and manages the time, the visual aids are not well used to clarify specific points in the presentation.	Partially showed preparation, maintains interest, reinforces main points and manages the time, the visual aids are partially well used to clarify specific points in the presentation.	Mostly showed preparation, maintains interest, reinforces main points and manages the time, the visual aids are mostly well used to clarify specific points in the presentation.	Fully showed preparation, maintains interest, reinforces main points and manages the time, the visual aids are fully well used to clarify specific points in the presentation.	
4. Slides	30	Not well-designed for readability and interest; each slide not supports a major topic and is not labeled appropriately.	Partially well-designed for readability and interest; each slide partially supports a major topic and is partially labeled appropriately.	Mostly well-designed for readability and interest; each slide mostly supports a major topic and is mostly labeled appropriately.	Fully well-designed for readability and interest; each slide fully supports a major topic and is fully labeled appropriately.	
5. Closing	10	Not reinforced main points to the audience.	Partially reinforced main points to the audience.	Mostly reinforced main points to the audience.	Fully reinforced main points to the audience.	
Total Mark	100					