Primary Works

REPORT RUBRIC

Check List	GOOD	Great	Excellent	
Opening paragraph	I have written an opening sentence about a fact or information	I have written more than one opening sentence.	I have written an opening paragraph that explains what the report is about.	I th ab
Layout	The writing gives facts. I have forgotten to use paragraphs or headings. I have forgotten to draw a diagram.	My writing gives information and some facts, but it is not always in a logical order. I have used headings to organise my writing. I have used diagrams and illustrations.	My writing gives information in a planned way and includes some details about the information. I have used headings and sub headings. I have used paragraphs with detail in each. I have used diagrams, illustrations and captions in some of my report.	M in a I ar pa I ar
Language	My report is written in the past tense. OR My report is written in the present tense. I have used some technical words in my report. I need to use more joining and linking words.	My report is written in the past/present tense and uses some joining words like .... and... then...but... I have used some technical words in my report and my writing is formal.	My report is written in the past/present tense, with powerful examples and linking and joining words like .... Firstly... secondly... in the first place.... however... although ... also... I have used technical words in my report.	M op ar lir m It te
Closing Statement	The end of my report uses a fact.	I have written an ending to my report. It does not have a lot of detail and next time I would include more.	My closing statement is written in a paragraph and tries to review what has been written in the report.	M su of w
Punctuation	Full stops and capital letters have been used (mostly throughout the	Full stops, capital letters and exclamation marks are used although	Full stops, capital letters, commas, exclamation marks and question	F e