

Report Writing Assessment

Criteria	Working Towards	At Standard	Above Standard
Paragraph Structure	Sections are unclear or missing. Paragraphs may be confusing.	Each heading has a clear paragraph with topic, supporting, and concluding sentences.	Paragraphs are well organised, detailed, and flow smoothly.
Sentence Types	Few or incorrect examples of various sentence types.	Each section includes varied sentence types.	Uses simple, compound, and complex sentences confidently.
Relevant Vocabulary	Limited or incorrect use of relevant terms.	Includes correct and relevant terms in each section.	Uses relevant terms accurately and naturally, with extra detail.
Cohesive Devices	Writing is unclear or hard to follow.	Writing is clear and explains the mechanical problem and solution.	Writing shows strong explanation and reasoning, easy for a customer to understand.
Correct Punctuation/Use of Capitals	Incorrect use of punctuation and inconsistent use of capital letters.	Includes correct punctuation and appropriate use of capitals.	Uses correct punctuation and use of capital letters throughout.