

70 AN ANALYTIC RUBRIC: A SHORT REPORT

	Well done	Good	Needs improvement
Topic and text organisation	The text fully corresponds to the topic and all five parts of the report are included and fully developed. The student has answered all the five <i>wh</i> -questions in the introductory paragraph.	The text mainly corresponds to the topic, but some parts of the report are missing and/or are not fully developed. The student has answered most of the five <i>wh</i> -questions in the introductory paragraph.	The text needs to be better connected to the topic, some parts of the report are missing and/or are not fully developed. The student has answered some of the five <i>wh</i> -questions in the introductory paragraph.
Vocabulary	A wide vocabulary relevant to the topic is used correctly or with 1–2 minor errors.	A wide vocabulary relevant to the topic is used with 3–4 errors and/or repetitions.	A limited vocabulary relevant to the topic is used with 5–6 errors and/or repetitions.
Grammar	Various grammatical structures are used correctly or with 1–2 minor errors.	Various grammatical structures are used correctly for the most part. There are 3–4 errors.	Basic grammatical structures are used mostly in the correct manner. There are a few errors.
Spelling and punctuation	Spelling and punctuation are correct or with 1–2 minor errors.	There are 3–4 errors in spelling and/or punctuation.	There are 5–6 errors in spelling and/or punctuation.