

Evaluation of a Problem Analysis Report

SCC Department of English and Humanities

ABSTRACT (15 POINTS)

- State the purpose of your report.
- Provide a capsule summary of the problems covert in the body of the report.
- Use an effective tone.

BODY (50 POINTS)

- Give the background on the source of the problems.
- Describe the problems that you have observed.
- Explain the data that support your observations.
- Explain the consequences of the problems.
- Arrange your observations and explains in a logical order and use appropriate transitions to link your descriptions and observations.

CONCLUSION (15 POINTS)

- Briefly restate the main problems (unless your report is so short that such restatement would seem repetitious).
- Explain the degree of urgency required in handling (resolving) the problems.
- Suggest or recommend the next step.
- Use an effective tone.

FORMAT (20 POINTS)

- Letter or memo of transmittal with appropriate addresses, closing, and signature.
- Title page, if you have a separate memo or letter.
- Body of report, including title, abstract, body, and conclusion.
- Appropriate headings, bullets, and numbers, where appropriate.

EFFECTIVE SENTENCES (2 POINTS DEDUCTED PER ERROR)

Sentence Structure: Avoid errors in subordination, coordination, and parallelism. Avoid sentence fragments, comma splices, and fused, incomplete, or awkward sentences.

Grammar and Usage: Avoid inappropriate verb or pronoun use, subject-verb or pronoun-antecedent disagreement, unclear pronoun reference, misplaced or dangling modifier, inappropriate shift in person or tense, redundancy, imprecise language, or incorrect usage.

Spelling and Capitalization: Avoid errors in spelling and capitalization.

Punctuation: Avoid misuse or omission of the apostrophe, brackets, colon, comma, dash, ellipsis, exclamation point, hyphen, parentheses, period, question mark, quotation marks, semi-colon, slash, underlining, or italics.

FINAL GRADE: A=100-93; B=92-85; C=84-77; D=76-70; F=69-0