

Evaluation of Research Report

SCC Department of English and Humanities

LETTER OR MEMO OF TRANSMITTAL (10 points)

- **Abstract:** In the introduction of the memo to your professor, refer to your assignment and give the background for your research report.
- **Body:** State the purpose of your report and summarize the main points of development.
- **Conclusion:** Use an effective tone and close appropriately by referring to the attached research report.

BODY of RESEARCH REPORT (40 points)

- **Introductory Paragraph:** In an appropriate introductory paragraph, give the background for your report and clearly state the purpose or main idea of your report.
- **Support:** Develop your thesis by thoroughly, clearly, and logically explaining each component of your report.
- **Organization:** Develop each supporting section logically.
 1. Make sure each paragraph sticks to one main idea and to the thesis or purpose of the overall report.
 2. Using headings and transitional sentences and phrases, make clear connections within and between paragraphs.
- **Conclusion:** Conclude effectively, consistent with the purpose and findings of the research.

RESEARCH and DOCUMENTATION (40 points)

- Research your subject thoroughly and balance your use of sources.
- Effectively introduce and cite your sources, according to the MLA documentation rules.
- Effectively quote and paraphrase from your sources.
- Effectively blend a variety of sources within your paragraphs.
- Provide a works cited list on a separate page at the end of your report.

FORMAT (10 points)

- Present your report in an effective form.
- Write 4-8 single-spaced, numbered pages with a blank line between paragraphs and more space before the headings than after. Include the following:
 1. A memo of transmittal.
 2. The research report, which begins with the title, followed by the development paragraphs, which are introduced with appropriate subject headings.
 3. A works cited list in alphabetical order on a separate page, with subsequent lines of each reference aligned with a hanging indent.

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.

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