

Technical Project or Paper Grading Criteria*

The “A” Paper or Project

- Meets and exceeds all standards.
- Is free from grammatical errors.
- Conveys a superior understanding of audience, purpose, and context.
- Has a special quality—for example, uses particularly engaging or persuasive style.
- Contains thorough, complete, and accurate information.
- Has outstanding visual display.
- Is well developed and organized.
- Contains appropriate examples and citations.

Your company or organization would be pleased to distribute this document or project. In fact, it might gain you a promotion, or you could be asked to do this kind of project again.

The “B” Paper or Project

- Is a very good project that meets the standards for the assignment and engages the reader/viewer.
- May contain some minor flaws, small departures from the standards that can be fixed or overcome without much trouble.
- Well-written and well-produced with a solid understanding of audience, purpose, and context. Contains proper citations and examples and is sufficiently well developed and organized.

Although the document or project would certainly represent the company well, your supervisor sees some areas in which you need to improve it and he/she is eager to help such an able and hardworking employee.

The “C” Paper or Project

- Is adequate in meeting standards but may contain several flaws.
- Does the job but does not engage the reader/viewer or stick in his/her mind.
- May fail to answer one or two major questions about the topic.
- May contain errors in logic or miss important sources.
- Sources may be handled awkwardly.
- May contain serious grammatical errors.
- May not be sufficiently developed.

The document or project could not be sent out to your organization’s audiences, clients, or users without revision.

The “D” Paper or Project

- Forces the reader to do too much work to understand or read it because of serious grammatical problems or incomplete information.
- Fails to meet an important requirement of the assignment.

Your organization or company would not send out the document or project, and your supervisor is not a happy camper.

The “F” Paper or Project

- Work not completed or does not address the assignment. It’s about time for you to be looking for another job.

* Libby Allison, Director, M.A. Program in Technical Communication, Department of English Texas State University, <http://www.txstate.edu/liberalarts/faculty_information/shorttakegradingcriteria.htm> accessed 4/26/05.