MinE 3544 Mineral Processing Lab
Experimental Proposal Report
Writing Evaluation & Grading Rubric

Student name: _____

Criteria	Exceptional	Meets Expectations	Needs Improvement	Incorrect/ Not Done
Cover Page				
Correct title-page items				
Effective and appropriate report title				
Introduction & Objectives				
Establishes necessary background information and context				
Identifies motivation for and technical merit of the work				
Concisely stated, single-sentence objective statement				
Objective statement in present tense				
Correct use of tenses: describing facts and general trends vs. proposed actions				
Logical organization of paragraphs and sub-topics				
Technical Approach				
Effectively describes feed material with sufficient detail				
Effectively describes sample preparation				
Test protocols are accurately described and explained				
Level of detail is sufficient and appropriate for the audience and for the Proposal report				
Correct use of active and passive voice; avoids first or second person				
Correct tenses (general descriptions vs. completed or future actions)				
Topics are effectively organized to ensure a logical and coherent progression of ideas				
Visuals such as figures, charts, and equations are presented to support narrative descriptions				
Resources and Timeline				
Supplies, equipment and resources are effectively presented and described				
Additional materials, chemicals, etc. presented and described				
Correct use of tenses in describing equipment and materials (present tense for general descriptions)				
Supporting visuals (graphs, images) are relevant and correctly integrated and labeled				
Timelines and charts are prefaced with orienting text				
References				
Sources are properly acknowledged & cited in the body text with correct parenthetical citations				
Sources are properly compiled and formatted in a References page				
Citations formatted as per guide (SME's *Mining Engineering Technical Papers Style*)				
Document Design				
Document design and presentation appropriate for audience and purpose				
Formatting styles are consistently applied (font and heading styles, spacing and line breaks, page numbering, etc.)				
Figures are well chosen, of good quality, and relevant to narrative prose (relate to the written description, "noise" cropped out of images)				
Tables are effectively designed and assist reader in accessing content (effective use of shading, bolding, etc.)				
Tables, figures are correctly labeled and integrated into text				
Tables, figures are correctly "called out" (referenced) from preceding text/paragraph				
Equations correctly integrated: author's prose leads into equation; variables are explained				
Overall attention to detail				
Audience				
Sections contain appropriate and required content				
Level of detail is concise and sufficient for audience's needs				
Language, diction, terminology, jargon appropriate for audience and correct for field				
Tone is professional, scientific (avoids first person, pretentious language, colloquialisms)				

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Organization				
Topics are logically organized and grouped				
Paragraphs effectively develop single topics. Effective length (no 1-page paragraphs)				
Paragraphs are developed logically (progression of ideas, clear transitions)				
Effective use of topic sentences or signal phrases to start paragraphs				
Effective use of transitions or paragraph hooks; author creates a sense of flow				
Style				
Sentences are direct and concise.				
Word choice (diction) is accurate, concrete, precise				
Avoids nominalization and wordiness				
Clear pronoun references (avoids "This/It" as subject)				
Uses correct and logical verb forms: conditionals (would, could) vs. simple verbs (will, can)				
Avoids causatives: must, have to, need to, etc.				
Grammar and Mechanics				
Sentences correctly built (mechanics).				
Correct use of commas, semicolons, other punctuation				
No mixed constructions, comma splices, run-ons, fragments.				
Syntax and sentences are parallel				
No dangling, misplaced or illogical modifiers				
Correct article use				
Avoids typos, misspellings or wrong word forms (possessive vs. plural)				
Exhibits high-level of proofreading, attention to detail				

Additional Comments

Grade