

Name :
Number :
Class :

Penalties	Final score <i>(50-item total – penalties)</i>
<i>Length (word count =)</i> = points points
<i>Overused quotations (quote ratio =%)</i> = points points
<i>Plagiarism (.....% similarity report)</i> = points	Items total score
<i>Penalty total</i> = points points

Evaluation criteria		Point(s)		
		Poor	Acceptable	Excellent
INTRODUCTION				
1	Topic selection	0	1	2
2	Narrowing down the topic	0	1	2
3	Title of the paper	0	1	2
4	Headings and subheadings	0	1	2
5	Abstract	0	1	2
6	Key words	0	1	2
7	Introduction to the topic	0	1	2
8	Mentioning the aims in the introduction	0	1	2
CITATION				
9	Citing when necessary	0	1	2
10	Introducing paraphrases and summaries (variations in the style)	0	1	2
11	Restructuring in paraphrases/summaries	0	1	2
12	Rewording in paraphrases/summaries	0	1	2
13	Introducing quotes (variations in the style)	0	1	2
14	Use of quotations	0	1	2
15	Citing quotes appropriately	0	1	2
16	Ratio of quotes	0	1	2
17	Sufficiency of the number of cited sources	0	1	2
18	Reliability of the cited sources	0	1	2
19	Appropriate use of secondary sources	0	1	2
20	Ratio of secondary source use (abundance reduces the reliability of the author)	0	1	2
21	Appropriate use of in-text citation rules	0	1	2
22	Writing reference entries	0	1	2
23	Order of reference entries	0	1	2
24	Exact match of citations with reference entries	0	1	2

ACADEMIC WRITING				
25	Focussing on the issue (omitting personal pronouns)	0	1	2
26	Appropriate use of abbreviations	0	1	2
27	Avoiding contractions (e.g. don't)	0	1	2
28	Avoiding extremeness (e.g., use of must)	0	1	2
29	Avoiding slang, jargon and clichés	0	1	2
30	Use of words with precise meaning	0	1	2
31	Use of objective language	0	1	2
32	Balanced use of passive forms	0	1	2
IDEA PRESENTATION				
33	Appropriate use of markers (e.g., firstly)	0	1	2
34	Appropriate use of linking devices (e.g., however)	0	1	2
35	Flow of ideas	0	1	2
36	Paragraph unity	0	1	2
37	Overall unity	0	1	2
38	Paragraph coherence	0	1	2
39	Overall coherence	0	1	2
40	Appropriate length of paragraphs	0	1	2
41	Complexity of the sentences	0	1	2
42	Relevance of conclusions with the discussion	0	1	2
43	Drawing effective conclusions	0	1	2
MECHANICS				
44	Paper format	0	1	2
45	Grammar	0	1	2
46	Spelling	0	1	2
47	Punctuation	0	1	2
48	Vocabulary selection	0	1	2
49	Use of tables and figures	0	1	2
50	Length of the paper	0	1	2

Additional comments: