Name/section:

**2017-2018**

**ENG311 PORTFOLIO SCORE SHEET**

**COVER LETTER**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Draft** | |  |  |  |  |  | **Final Version** | |
| **Content & Organization:**  Personal info, recipient’s name, title/position, and address, date, salutation, reason for writing, mentioning of the advertised position with date posted and its source, qualifications, skills, experience, how they match with the opening, appropriate conclusion, thanking, valediction signature and reference to the attached CV | 1 | 0.75 | 0.5 | 0.25 | 1 | 0.75 | 0.5 | 0.25 | 0 |
| All components are included with the proper format **AND** displays quality, effort and ownership. The information is well organized and is related to the ad | The components are mostly there.  Content and organization need little improvement | The components are partially there.  Content and organization need further improvement | Limited in content displaying disregard for the planning of CL writing.  Content and organization need considerable improvement | Fully improved along with the feedback given with relevant content (to the ad) and proper organization | Mostly improved along with the feedback given  with few missing components | Partially improved along with the feedback given with some missing components | Limited improve-  ment made along with the feedback given | No changes made according to the feedback given |
| **Layout**: Margins, alignment, indentation, correct font and size, neatness, order of headings according to what needs to be highlighted  **Language &Mechanics:**  Appropriate vocabulary (action verbs / personality adjectives), correct grammar, effective use of transitions/signposts, correct spelling, punctuation, and capitalization , line spacing, word spacing, justification | 1 | 0.75 | 0.5 | 0.25 | 1 | 0.75 | 0.5 | 0.25 | 0 |
| Possesses perfect or mostly accurate layout **AND** displays strong oraccuratecommand of language,  Uses accurate **AND**  proper mechanics | Displays little need for improvement in layout, use of language and mechanics | Displays further need for improvement in layout, use of language and mechanics | Displays considerable need for improvement in layout, use of language and mechanics | Fully improved along with the feedback given with accurate language | Mostly improved along with the feedback given with minor mistakes in language | Some improve- ment made **AND / OR** some feedback ignored with need for further improvement in language | Limited improve-  ment made **AND/ OR** most feedback ignored with considerable need for improvement in language | No changes made according to the feedback given |
|  | **Draft total: \_\_\_\_\_\_\_\_\_\_ / 2 pts.** | |  |  |  |  | **Final version total: \_\_\_\_\_\_\_\_\_ / 2 pts.** | | |

**FINAL SCORE: \_\_\_\_\_\_\_/4 pts**

**CV**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Draft** | | | **Final Version** | | | |
| **Content:** Name, surname, email, address, phone number, personal profile, education, experience,  (dates given in reverse chronological order)  memberships, languages, computer skills, projects, scholarships, awards, certificates ,interests/ hobbies, references and any other heading relevant to the application | 1.5 | 1 | 0.5 | 1.5 | 1 | 0.5 | 0 |
| Displays diligent work and uniqueness with all the necessary parts and explanations relevant to the application | Covers most of the necessary headings. Lacks some details **AND** displays need for further improvement | Limited in content displaying disregard for the planning of CV writing  Is sloppy | Fully  improved along with the feedback given | Mostly improved but displays need for further elaboration | Some or limited improvement made and most feedback ignored | No changes made according to the feedback given |
| **Layout:** Margins, alignment, indentation, correct font and size, neatness, line spacing, word spacing order of headings according to what needs to be highlighted | 0.75 | 0,5 | 0.25 | 0.75 | 0.5 | 0.25 | 0 |
| Possesses perfect or mostly accurate layout | Displays further need for improvement in layout | Displays poor layout | Fully improved along with the feedback given | Mostly improved but  displays need for further elaboration | Some or limited improvement made and most feedback ignored | No  changes  made  according  to the  feedback  given |
| **Language & Mechanics:** Appropriate vocabulary (action verbs / personality adjectives), correct  grammar, use of parallel structures, correct spelling, punctuation, and capitalization | 0.75 | 0.5 | 0.25 | 0.75 | 0.5 | 0.25 | 0 |
| Displays strong command of language **;** uses accurate mechanics | Displays further need for improvement in terms of language and mechanics | Displays poor language and mechanics with considerable need for improvement | Fully improved along with the feedback given with accurate language and mechanics | Mostly improved along with the feedback given with minor mistakes in L & M | Some or limited improvement made and most feedback ignored with many mistakes in L & M | No changes made according  to the feedback given |
| **Draft total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / 3 pts.** | | | **Final version total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / 3 pts.** | | | |

**FINAL SCORE: \_\_\_\_\_\_\_/6 pts.**

**STATEMENT OF PURPOSE / LETTER OF INTENT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **Draft** | | | | **Final Version** | | | | |
| **Content:** Original content with reference to education, experience, qualifications, personality traits, future plans and information about the opening/program | 2 | 1.5 | 1 | 0.5 | 2 | 1.5 | 1 | 0.5 | 0 |
| Rich in content displaying diligent work and uniqueness with all the necessary parts and explanations relevant to the application | Good in content with few problems about details | Partial coverage of parts with some missing parts or details | Limited in content and lacks many parts and details | Fully improved along with the feedback given with details relevant to the application | Mostly improved along with the feedback given with few problems | Partially  Improved | Poorly improved | No changes made according to the feedback given |
| **Organization:** Proper essay organization with an introduction that has an attention getter/a thread (optional), several body paragraphs and a conclusion with the restatement of the thread (optional) | 1.5 | 1 | 0.5 | | 1.5 | 1 | 0.5 | | 0 |
| Captures the attention. Ideas flow smoothly  Accurate and effective use of cohesive devices. | Ideas generally flow smoothly  some jumpiness | Inaccurate and inadequate use of cohesive devices | | Fully improved along with the feedback given with accurate and effective use of cohesive devices | Mostly improved along with the feedback given | Partially  Improved | | No changes made according to the feedback given |
| **Language:** Use of a variety of advanced and basic as well as correct grammar and vocabulary covered during the course | 1 | 0.5 | 0.25 | | 1 | 0.75 | 0.5 | 0.25 | 0 |
| Displays strong and accuratecommand of language | Displays further  need for improvement  in terms of language | Displays poor language and mechanics | | Fully improved along with the feedback given  with accurate language | Mostly improved with minor mistakes in language | Some improve- ment made and some feedback ignored with language mistakes | Limited improvement made and most feedback ignored with considerable language mistakes | No changes made according to the feedback given |
| **Layout &Mechanics:** Margins, alignment, correct font and size, neatness,paragraphing**,** spelling, punctuation, capitalization, line spacing, word spacing | 0.5 | 0.25 | | | 0.5 | 0.25 | | | 0 |
| Uses accurate layout & mechanics | Displays further need for improvement in terms of layout and mechanics | | | Fully or mostly improved along with the feedback given | Some or limited improvement made and most feedback ignored | | | No changes made according to the feedback given |
|  | **Draft Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / 5 pts.** | | | | **Final Version total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / 5 pts.** | | | | |

**FINAL SCORE: \_\_\_\_\_\_/10 pts.**

* If the student has submitted only one copy of any of the documents above, **grade it as a draft.**
* **Take off 0,5 pt. for each late item** depending on the length of delay for both submissions.
* If you have graded the 1st draft and if the student lost it, **take off half the item’s first draft grade. GRAND TOTAL: \_\_\_\_\_\_\_\_\_/ 20 PTS.**