ARCADIA VALLEY CTC SCORING GUIDE
RECOMMENDATION REPORT
Focus Skills: Point-by-point Comparison/Contrast

CRITERIA	0	1	2	3	4	TOTAL
INTRODUCTION	Introduction is incomplete	Introduction lacks 2 or more required components	Introduction presents the required components but may not be clear or thorough; or introduction may lack a required component	Clear introduction explains purpose of report; briefly explains problem; narrows choice to 2-3 items; establishes list of criteria to be compared/contrasted; previews report	Effective introduction clearly explains purpose of the report; briefly explains problem; narrows choice to 2-3 items; establishes list of criteria to be compared/contrasted; previews rest of report; may include method of investigation	
RECOMMENDATION	Recommendation is inaccurate, incomplete, or not presented	Recommendation is unclear and/or unsupported	Presents a recommendation but may lack reasonable support	Presents a clear recommendation that is supported with criteria-based reasons	Effectively presents a clear recommendation well supported with criteria-based reasons	
SCOPE	Scope is incomplete or inaccurate	May not list all criteria in descending order; may not explain why criteria were chosen or ranking order	Lists criteria presented in introduction but may not be in descending order; may not clearly explain why chosen/ranking order	Lists in descending order criteria presented in introduction; explains why chosen and ranking order	Effectively lists in descending order criteria presented in introduction; explains why criteria were chosen and why they are ranked in order	
DISCUSSION	Discussion is incomplete or inaccurate	Discusses some of the criteria but lacks analysis; may not present a clear recommendation	Each of the criteria is discussed but may lack thorough analysis; presents a recommendation	Each of the criteria is analyzed; evidence leads to reasonable recommendation about which item is better	Each of the criteria is thoroughly analyzed; evidence leads to well-supported recommendation about which item is better	
POINT-BY-POINT COMPARISON/CONTRAST	Point-by-point comparison is inaccurate or incomplete	Point-by-point comparison is unclear; few or no transitions signal comparison/contrast	Point-by-point comparison may be difficult to follow; some transitions signal comparison/contrast	Point-by-point comparison zig-zags from one item to the other; transitions signal comparison/contrast	Point-by-point comparison effectively zig-zags from one item to the other; transitions effectively signal comparison/contrast to enhance understanding	
FORMAT & LENGTH	Format and/or length is not acceptable	Format and length are inappropriate; may lack headings	Format and length are acceptable; headings mark most sections of the report	Format is neat and length is appropriate; headings mark each section of the report	Format is professional and length is appropriate; headings clearly mark each section of the report	
ORGANIZATION	Organization is not acceptable or not attempted	Organization is inadequate or incorrect; components may not be complete or may be out of order	Organization is acceptable; all components are present and in order	Organized with an introduction followed by a summary of recommendation, scope, and discussion	Effectively organized with an introduction followed by a summary of recommendation, scope, and discussion; professional organization	

MECHANICS	Mechanics are not acceptable	Sentence fragments, too many distracting errors	Occasional errors but not enough to distract	Complete sentences; correct capitalization, punctuation, and spelling	Flawless presentation of mechanics	
WORD USAGE	Word choice is not acceptable	Word choice is inadequate or inappropriate	Word choice is acceptable	Word choice is appropriate	Word choice is professional	
USES TECHNOLOGY	Not word processed or appearance is unacceptable	Word processed but appearance is inadequate	Word processed; appearance needs minor revisions	Word processed in a clear font; appropriate appearance	Word processed in a clear font to create a professional appearance	
TIME REQUIREMENTS	Work is not complete	Completed late			Completed on time	