

## PEER ASSIGNMENT – EVALUATION & FEEDBACK

Score	
5	<b>Excellent</b> – At a professional level with little or no improvements needed
4	<b>Good</b> – Acceptable for entry level business use, some improvements needed
3	<b>Adequate</b> – Not yet acceptable for business use, significant improvements needed
2	<b>Needs Improvement</b> – Unacceptable for business use, problems throughout
1	<b>Poor</b> – Deeply and widely flawed, major problems throughout
0	<b>Fail</b> — No evidence of relevant content

\_\_\_\_\_ Addresses the tasks of the assignment:

- Each of the major objectives as set out in the assignment have been met
- The significant tasks have been addressed in sufficient depth
- The document form and content is appropriate for the intended audience
- The document is appropriately engaging, informative, persuasive, and effective

\_\_\_\_\_ Argumentation & Analysis

- A clear and logical argument is evident
- The argument is clearly organized
- Each major point is backed up by sufficient evidence or support
- The analysis strongly supports the conclusion
- The document is brought to a logical conclusion
- Absence of ambiguity, unsubstantiated assumptions, and inaccuracies

\_\_\_\_\_ Organization & Structure:

- The argument is arranged logically
- Supporting details are appropriate
- The document reads easily and flows from beginning to end
- Each section transitions well to the next
- There are no obvious gaps
- Headings and subheadings support the flow

\_\_\_\_\_ Support & Development:

- The premise or author's position is clear
- The argument or point they are making is clear
- The argument is supported with compelling evidence
- Examples are provided and are appropriate
- Primary and secondary sources are evident and clearly cited

\_\_\_\_\_ Syntax and Command of Language:

- Tone and language is appropriate to the audience and the purpose of the document

- The vocabulary is sufficient to support the complexity of the ideas
- The language flows and is easy to read
- There is not an excess of unnecessary words – every sentence has a purpose
- Repetition is avoided
- It sounds good

\_\_\_\_\_ Grammar, Usage & Mechanics:

- Grammar, punctuation and spelling are accurate
- Formatting supports the function of the document

**General Comments:**

- Provide feedback that will encourage the writer to build on what they have done well.
- Be as specific as possible in showing where improvements can be made or where errors have occurred.
- General comments as to tone, understanding, analysis, etc. are also appropriate.

*Note:* It is understood that all comments are your opinion, and while they don't need to be defended, they should be supported.

TOTAL: \_\_\_\_\_ PERCENTAGE: \_\_\_\_\_(TOTAL / 30) X 100