

	<b>2 POINTS</b>	<b>1 POINT</b>	<b>0 POINTS</b>
<b>FORMAT</b>	Format is followed with ALL sections well stated/labeled	Format is followed, Scant development of different sections	Format is not followed. Sections are poorly written.
<b>PRESENTATION &amp; MECHANICS</b>	Report is neat, complete and written in the third person, past tense and the passive voice. Enough detail is present to ensure clarity for the reader. Sentences and grammar are without flaw.	Report is generally neat and complete. Occasional errors in sentences but not enough to be distracted. Tenses and person vary throughout report. Scant details resulting in inconsistent clarity for the reader.	Sloppy, hard to read, careless with data tables, graphs, ect. Sentences are run on or fragmented. Many errors in grammar, consistently not written in the third person, past tense and passive voice. Not enough details to provide reader with clarity.
<b>DATA, CALCULATIONS &amp; QUESTIONS</b>	Data are correct and all questions are answered with clarity and in full sentences. Graphs, data tables and diagrams are neat, clearly labeled and easy to read.	Data are generally accurate with some errors present. All the questions are answered and are generally accurate.	Data have many errors, missing and/or do not show any work. Questions are generally incorrect or answered.
<b>CONCLUSION</b>	Conclusion paragraph is complete and contains at least 8-10 full sentences. All questions required are answered.	Conclusion paragraph is mostly complete and contains less than the required 8-10 full sentences. Most questions required are answered.	Conclusion paragraph is incomplete. Few or more of the required sentences are answered. Does not have a full paragraph.
<b>LABORATORY WORK HABITS</b>	Consistently followed directions; outstanding effort; worked well with others; 100 % use of safety procedures; work area and equipment clean	Regularly focused, on task and showed effort; BUT had to be reminded of safety rules; work area and equipment left clean.	Seldom followed directions; distracting to others; showed little/no effort; more than one reminder to follow safety rules; work area and equipment left dirty.