



Incorporated by
Act of Parliament No. 23 of 2009

PILOT PAPER – 2023-2027 SYLLABUS

ML3.5 Advanced Professional Communication (Report Writing)

Managerial Level

ANSWER KEY

Report Writing: Assessment Rubric

Content Development (30%)		Organization and Structure (20%)		Critical Thinking (20%)		Language and Vocabulary (10%)		Mechanics (5%)		Style & Formatting (5%)	
Consistent; exhibits control in development of ideas, unified with a fresh insight	9	Method of organization is well-suited to assignment; clear intro, body, and conclusion with effective transitions	6	Skillfully evaluates information gathered from observation, experience, reflection or reasoning	6	Sophisticated range, effective word / idiom choice and usage, word form mastery	5	Written work has no major errors in word selection and use, sentence structure, spelling, punctuation and capitalization	2	Report looks neat and professional. Using format correctly	2
Content is somewhat accurate and fairly clear; offers solid but less accurate reasoning; contains some appropriate details and / or examples	6-8	Organization supports assignment and purpose; sequence of ideas could be improved	4-5	Adequately demonstrates reasonable relationships among ideas	4-5	Adequate range. Occasional errors of word/idiom form, choice usage but meaning understood	3-4	Written work is relatively free of errors in word selection and use, sentence structure, spelling, punctuation and capitalization	1.5	Report looks neat but violates one or two formatting rules	1.5
Content is somewhat vague OR only loosely related to the writing task; at times may	3-5	Some signs of logical organization. May have abrupt or illogical shifts	2-3	Simplistic analysis of complex issue; limited clarity and complexion of thought	2-3	Limited range, frequent errors of word/idiom form, choice, usage, meaning	2	Written work has several major errors in word selection and use, sentence structure,	1	Report looks fairly neat, but violates some formatting rules	1

be off topic OR too broad with limited support		and ineffective flows of ideas				somewhat confusing or not understood		spelling, punctuation and capitalization			
Content is unclear; lapses in coherence OR no relation to writing task; offers simplistic, undeveloped support for ideas	1-2	Poorly organized OR demonstrates serious problems with progression of ideas; a written form of speech	1	Insufficient reasoning and lacks complexity of thought	1	Essentially translation, little knowledge of vocabulary, idioms, word form OR not enough to evaluate	1	Written work has serious and persistent errors in word selection and use, sentence structure, spelling, punctuation and capitalization	0.5	Report looks untidy and does not follow formatting rules	0.5
