

Business Report Assessment Rubric

There are five assessment rubrics (A-E) each having a total of 4 marks (20 marks). The report's weighting in the overall assessment is 30%.

Rubrics	Excellent (4)	Good (3)	Average (2)	Poor (1)
A Spelling and grammar	Report has no punctuation, spelling, or capitalization errors. Very few grammatical errors exist.	Report has a few punctuation, spelling, or capitalization errors. Few grammatical errors exist and don't impede meaning.	Report has some punctuation, spelling, or capitalization errors. Some grammatical errors exist but generally don't impede meaning.	Report has numerous punctuation, spelling, or capitalization errors. Numerous grammatical errors exist and impede meaning.
B. Report Organisation and formatting	All required sections are included, and each is effectively organized. Formatting is professional and consistent.	All required sections are included but one needs to be organized better. Formatting is acceptable.	All required sections are included but one or two are poorly organized. Formatting is inconsistent.	Sections are poorly organized and some are missing. Formatting is messy.
C. Analytical Framework – SWOT/Porter Diamond model	Analysis is comprehensive and detailed; each point is explained in detail and evidence provided. Analysis is clear, engaging, and thorough.	Analysis is sufficient and each point is explained in brief and some evidence is provided. Analysis is clear.	Analysis is only rudimentary, some points have been missed. Analysis is basic and some points are not properly explained.	Analysis is very basic, many points are missed and most points not properly explained.
D. Sources and referencing	Report contains no errors in documentation (including citations, signal phrases, or References). Student introduces and analyzes found information in a professional manner.	Minimal documentation errors exist; student understands how to use signal phrases; cite sources; compile a References page; and in general, introduce and analyze found information.	Some documentation errors exist but student generally understands how to use signal phrases; cite sources; compile a References page; and in general, introduce and analyze found information.	Found information is not documented correctly. Errors exist with signal phrases, citations, and References. Found information is not introduced or analyzed adequately.
E. Task completion	Student has understood the objective of the task and completed the assignment as instructed and has made extensive reference to the impact of globalization on their organisation throughout and where relevant.	Student has understood the objective of the task and mostly completed the assignment as instructed, with some mention to the impact of globalization on their organisation.	Student has not fully understood the objective of the task and makes little mention to the impact of globalization on their organisation.	Student has misunderstood the objective of the task and failed to follow instructions, with no mention of the impact of globalization on their organisation.

***Notes on Plagiarism:** If more than 25% of the report has been plagiarized students will receive 0 for this rubric. The other rubrics will only be judged on the basis of the parts of the report that have not been plagiarized.