

**Score Sheet for ME 120 Written Report**

**Date:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Score:** \_\_\_\_\_

1. Organization of the Report (25%)
  - Compliance with Guidelines
  - Layout with appropriate Titles and Subtitles
  - Includes table of Contents, References, Appendices, etc.
  - Proper use of fonts, paragraphs, spacing, etc.
  
2. Clear and Correct Language and Terminology (15%) \_\_\_\_\_
  
3. Contents (60%) \_\_\_\_\_
  - Includes abstract and/or executive summary
  - Results summary and conclusions
  - Written quality of introduction procedure, summary, etc.
  - Selection of appropriate equipment and/or instruments
  - Calibration of instruments OR comparison of theoretical predictions to empirical results OR validation of results
  - Discussion of error sources or error analysis.

**Total Score:** \_\_\_\_\_

Comments and Suggestions by Instructor:  
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