



Assessment criteria for assignments on

LSP127
Professional Communication for
Computer and Electrical Engineering

CHALMERS UNIVERSITY OF TECHNOLOGY
Division for Language and Communication
2018

General assessment criteria for written assignments

The overall objective of the written assignments is to give you opportunities to strengthen your communicative competence in English. Each written assignment will be assessed based on three areas: language, structure, and content. What follows is a list of general descriptions of each component within these areas. The general criteria are applied for the Project Brief assignment and the Abstract assignment, but there are more specific criteria for Oral Presentation and CV, see below.

All assignments on the course are graded Pass/Godkänd or Fail/Underkänd. All assignments must receive Pass/Godkänd for a complete course grade Pass/Godkänd.

Language	<p>Accurate and appropriate language will help the text communicate clearly and contribute to the overall credibility of a text and its author.</p> <p>Grammar – the use of all parts of speech and other grammatical structures such as word order.</p> <p>Vocabulary – the use and range of chosen words, and the use of terms appropriate for the discipline.</p> <p>Register – the tone or manner of expression and consistency of use throughout a text, i.e. formal vs. informal language.</p> <p>Mechanics – the use of capitalization, spelling, abbreviations, the hyphen, numbers, italics, etc.</p> <p>Punctuation – the use of ; , . " " ? – This category overlaps some with sentence structure as accurate use of punctuation often dictates the correctness of a sentence.</p>
Structure	<p>Good structure in a text will make it easy for readers to follow the logic of the text and will also leave them with the sense that the overall purpose of the text has been clearly laid out and fulfilled.</p> <p>Organization – adapted for the purposes of the specific text (here, CV, project brief and abstract). Organization should follow guidelines given in the task description given for the assignment. Other than that, this generally means the presence of the three parts of a text: introduction, body, and conclusion, and a thesis statement; the order and connectedness of paragraphs; the use of organizational cues, i.e. headings and subheadings, as needed.</p> <p>Paragraphing – the use of a paragraph as a unit to express, develop, and support one main idea; the connectedness to nearby paragraphs and the text overall.</p> <p>Sentence Structure – the construction/assembly of words and the use of punctuation to express one thought.</p> <p>Cohesion/Coherence – the unity and connectedness of the text.</p>

Content	<p>Good content means that the text presents relevant information that supports the purpose and the main idea. The selected information is clearly supported by source material that has been integrated into the text.</p> <p>Development of main idea – the main idea is sufficiently explored and stays on topic.</p> <p>Progression – the content of the text is presented in a logical manner, i.e. the reader can follow the train of thought of the author.</p> <p>Source Material – the use of sources to support ideas and arguments proposed by the author.</p> <p>References – the use of references, both in-text and the list at the end.</p> <p>Adherence to task requirements – fulfills requirements of tasks such as length, number of references, and written in your own words, i.e. no plagiarism.</p>
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Criteria for Oral Presentation

Criteria for Pass (Godkänd)

Structure and content	<p>Clear presentation of problem, its importance, steps taken to address the problem and indication of work remaining (if any).</p> <p>Clear logical structure. Sections well linked together.</p> <p>Appropriate style, well-adjusted to audience.</p> <p>Stays within time limit.</p>
Language	<p>Communicative grammar and pronunciation.</p> <p>Relevant vocabulary which is well-adjusted to audience.</p> <p>Easy to understand, clear delivery.</p>
Delivery	<p>Clear slides, appropriately designed and used.</p> <p>Eye contact with and openness to audience.</p> <p>Natural, spoken language used. Effective teamwork.</p>

Criteria for Fail (Underkänd)

Structure and content	<p>Difficulties following presentation because of lack of clear structure or confusing content.</p> <p>Either much too long or too short.</p>
Language	<p>Difficulties understanding significant portions of the presentation because of language problems (vocabulary, grammar, pronunciation).</p>
Delivery	<p>Reading aloud from text (written language) or sounds like text read aloud.</p> <p>Poor audience contact. No visual aids, or non-effective visual aids. Poor teamwork.</p>

Criteria for CV

Criteria for Pass (Godkänd)

Content	<p><i>Task requirements</i> must be followed. There should be a connection to the job being applied, i.e. <i>information on topic</i>. Relevant examples should be used to <i>highlight skills and duties</i>.</p>
Structure	<p><i>Organisation</i>: the CV should be logically organised, i.e. the order and connectedness of content; the use of organizational cues, i.e. headings and subheadings, as needed; bulleting used appropriately; and reversed chronological order used. <i>Cohesion / coherence</i>: there should be unity and connectedness of the text, as appropriate to the task.</p>
Language	<p><i>Grammar</i> should be adapted for the purpose of the assignment. <i>Vocabulary</i>: the use and range of chosen words, and the use of terms appropriate for the discipline <i>Register</i>: the tone or manner of expression and consistency of use throughout a text, i.e. formal vs. informal language. <i>Mechanics</i>: the use of capitalization, spelling, abbreviations, the hyphen, numbers, italics, etc.</p>