Rubric for Peer Editing MPS 402 Proposals

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| **INTRODUCTION** |
| Is it a good opening for your project |  |
| Is it clear what the project is about? |  |
| Does it make one want to read on? |  |
| **BACKGROUND** |
| Understandable by target audience |  |
| The right amount of information: detailed enough for the project plan but not overdone. |  |
| Well-organized |  |
| Well-researched (does this cover what is relevant in the area) |  |
| Material put in an appendix where appropriate |  |
| **WRITING** |  |
| Good flow |  |
| Professional style: concise, clear, clean |  |
| Correct spelling and grammar |  |
| Effective use of charts/tables/lists |  |
| Vocabulary explained with a glossary if needed |  |
| **PRESENTATION DETAILS** |
| Table of contents |  |
| Page numbers |  |
| Font and spacing appropriate for a technical document |  |
| **OVERALL ASSESSMENT** (what is good, what needs to be done) |  |