



IHT Assignment Grading Criteria

Based on Module 1.3 : Business Communication 1

1.1 Cover Page of the Report	√(1)	X(0)	MARK [5]
The title of the report is clearly stated and descriptive, but not too long.			
Student number, name and date of submission is stated.			
Submitted for IHT Hotel School with Lecturer name; Module name and number.			
Signed and dated declaration of work present.			
Cover page has no page no., no header or footer details.			

1.2 Executive Summary of the Report	√(1)	X(0)	MARK [15]	
Written in paragraph form, No bullet points.				
On its own page, no page no., no header or footer details.				
Content of report summarised to 10% up to 2 pages.				
Executive summary does not include any info not addressed later.				
Draws the reader's interest and focuses the reader's attention on the exact topic of the report by providing adequate background info.				
Use of in-text citations referring to main references.				
	Above St (3)	Standard (2)		Below St (1 or 0)
A purpose statement (from introduction) is discussed.				
An overview of each section of assignment derived from ToC.				
Findings and recommendations (from conclusion) is discussed.				

1.3 Table of Contents of the report	√(2)	X(1 / 0)	MARK [10]
Sections are numbered, indicated on atleast two levels with indentations, with page numbers.			
Sections have relevant and consistent heading and subheading names.			
Appendices are included at the bottom of the Toc, NO page or entry numbers.			
	√(1)	X (0)	
Section names, section numbers and page numbers are identical to the way they appear in the report.			
ToC does NOT include entries for Cover page, Executive Summary.			
ToC on its own page, No page no., No header of footer details.			
TOC is professionally presented, without errors.			

2.1 Introduction of the report	Above St (3)	Standard (2)	Below St (1 or 0)	MARK [10]
A purpose statement is present and clear.				
Importance to the reader is made clear.				
	√(1)	X(0)		
Introudction is between 3-5 sentences long.				
Introduction does not include any info not addressed later in the report.				
Written in paragraph form, No bullet points.				
NOT On its own page.				

2.5 Conclusion of the report	Above St (3)	Standard (2)	Below St (1 or 0)	MARK [10]
The conclusion summarises the findings (and recommendations if applicable) of the report.				
The conclusion meets / relates to the aim / purpose statement of the report (stated in the introduction).				
	√(1)	X(0)		
Convincing, insightful and well written final comment.				
Conclusion did not introduce any information not covered in the report.				
Written in paragraph form, No bullet points.				
NOT on its own page.				



3.1 Reference List and In-text Citations	Above St (3)	Standard (2)	Below St (1 or 0)	MARK [10]
A reference list for the report includes at least five (5) entries of which at least one (1) source must be a written work (textbooks, newspapers, journals).				
All sources <u>in the reference list</u> as referenced correctly according to the Harvard Referencing Method.				
All sources listed in the Reference List are cited <u>in the text</u> of the report (in-text referencing) and correct in-text citations are used for text and figures.				
	√(1)		X(0)	
Reference list sources are listed alphabetically by the surname of the author and placed on its own page.				

3.2 Appendices of the Report	√(1)	X(0)	MARK [5]
Appendices front cover present with table of appendices.			
Each appendix is on its own page, no page no., no header or footer details.			
Each appendix is listed alphabetically (A - Z) with a title provided. Eg: Appendix A: Work Order.			
Reference is made of each appendix in the body of the report.			
At least two (2) Appendices providing insight and value to assignment are attached.			

4. Writing Skills and Technical Care of the Report					MARK [15]
Academic Writing	Significantly Above Standard (4.5 - 5) (90 - 100%)	Above standard (3-4) (60 - 80%)	Standard (2.5) (50%)	Below Standard (0 - 2) (<50%)	
Good demand of language with minimal grammatical and spelling errors.					
Formal and professional tone used. No jargon, buzz words, acronyms or abbreviations.					
Report written in passive voice and third person.					
Correct use of tenses: Executive summary – Present and Future tense Introduction – Present tense Body – Past tense Conclusion – Present tense and Future tense					
Information gathered is summarised and synthesised in a manner that proves validity at hand of verifiable sources.					
Structure (5)	Significantly Above Standard (4.5 - 5) (90 - 100%)	Above standard (3-4) (60 - 80%)	Standard (2.5) (50%)		
IHT Template applied correctly.					
Headings and subheadings correct and consistent according to Report Brief, including: Header (Student Name & Student Nr, top right) and Footer (Page Numbers, bottom right) Details.					
Spacing and layout of report correct and consistent.					
Figures are justified to the left in line with text, appropriate in size and referenced correctly.					
Overall Impression (5)	Significantly Above Standard (4.5 - 5) (90 - 100%)	Above standard (3-4) (60 - 80%)	Standard (2.5) (50%)	Below Standard (0 - 2) (<50%)	
Student demonstrates competence in evaluating and interpreting their collected information with recommendations showing analytical competence.					
The report is sufficient in length and detail.					
Much effort and comprehension was displayed.					
TOTAL				[80]	

Assessor Name: _____ **Signature:** _____ **Date:** _____