

Appendix 5. Standard format and grading criteria for essay finals

xxx Final

课程名称 Course name:

课程编号 Course No.:

学分 Credit:

任课教师 Instructor:

上课班级 Major:

1. 考核内容 Requirements

Final Project: Research Essay Writing

Each student conducts a research on global warming and develops it into an essay by the end of the semester.

Step 1: Do a research on this topic in various ways.

Step 2: Read extensively and intensively on this topic

Step 3: Decide the research focus of your essay. Give an appropriate title based on your research focus.

Step 4: Draw a concept map of your research focus.

Step 5: Develop it into a research essay of no less than 500 words.

Step 6: List all the sources of the materials that are quoted in your essay.

Step 7: The format of the essay must comply with the template.

2. 评价标准 Grading criteria

The essay is assessed on the following criteria:

1. Task Achievement
2. Coherence and Cohesion
3. Lexical Resource
4. Grammatical Range and Accuracy

Students should note that scripts will be penalized if they are a) under the minimum word length, b) partly or wholly plagiarized, c) not written as full, connected text.

3. 成绩评定 Final assessment

Proportion of Final Exam Score: 60% (final essay)

Proportion of Semester Score: 40% (attendance, quizzes, projects, presentations, ...)

Essay Writing Template:

20 ~20 学年 第 学期

姓名 Name : _____

English Name: _____

学号 Student ID : _____

专业班级 Major & Class : _____

完成日期 Date: _____

Title of the Research Essay

Abstract: *Introduce the focus and main findings of the research essay here with no more than 50 words. Follow the format as required and shown here.*

Keywords: *List 3-5 keywords that can reflect the focus of the research essay. Use commas between the keywords. Follow the format as required and shown here.*

Concept Map

Arrange your concept map under this section. It can be the screen shot from the PPT slide. Make sure the concept map is brief and informative. It should include all the key points of the essay. Use phrases instead of sentences on the concept map.

Body of the Research Essay

*This part is the body part of the research essay. Develop it into a research essay of **no less than 500 words**. It should in-depth and in-detail illustration of the research focus. Each student must read the assessment criteria before and after writing.*

Scripts are assessed on the following criteria:

- Coherence and Cohesion
- Lexical Resource
- Grammatical Range and Accuracy

Students should note that scripts will be penalized if they are a) under the minimum word length, b) partly or wholly plagiarized, c) not written as full, connected text.

References

List all the sources of the materials that are quoted in your essay. The sources include books, magazine articles, journals articles, and internet (you can list at most one internet reference). Give at least 5 references. Follow the formats as follows based on different types of sources:

1. Dassmann, R. F. (1998). Conservation. Retrieved December 20, 2000, from <http://www.britannica.com> (Internet source)
2. McConahay, M. J. (1999, September-October). Save the storks. *Utne Reader*, 95. (Magazine article)

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****** The format is only for your reference. You can make changes (except for the cover page) to fit your requirements.

****** Please notify students in advance the format and ask them to follow it.