

TECHNICAL WRITING level 2 – DAP TOOL

Developing and Assessing Product Tool (DAP Tool)

CONTENT	<ul style="list-style-type: none"> Content is accurate. 	0 1 2 3 4 5 6
	<ul style="list-style-type: none"> Content has depth and complexity of thought. 	0 1 2 3 4 5 6
	<ul style="list-style-type: none"> Content is organized. 	0 1 2 3 4 5 6
PRESENTATION		
FORM	<ul style="list-style-type: none"> Title enhances the writing. The thesis of the writing is clear and immediate. Transitions between sections link to the purpose. Each section develops an idea critical to the purpose. The conclusion pulls together all aspects of the writing and clearly links to the thesis. 	0 1 2 3 4 5 6
DETAIL	<ul style="list-style-type: none"> Each idea is fully developed and relates back to the purpose of the writing. Possible questions of the readers are addressed. The writing clearly relates to the figures and graphs presented. Graphs are used to illustrate trends in data. 	0 1 2 3 4 5 6
STYLE	<ul style="list-style-type: none"> The straightforward, clear syntax aids in audiences' understanding. Precise and economical word choice appeals to audience and supports purpose. Ambiguity is avoided. Tone is consistent to purpose. Abstract ideas are carefully explained. Active voice and third person are used. 	0 1 2 3 4 5 6
LAYOUT	<ul style="list-style-type: none"> The layout clarifies the meaning through appropriate headings and labeling that specifically prepares the reader for the upcoming content. Illustrations, diagrams, charts, or tables simplify the explanation of complex ideas and are well placed. The layout is consistent as to font, bullets, underlining, etc. so that the document presents a unified, coherent impression to the reader. 	0 1 2 3 4 5 6
CREATIVITY	<ul style="list-style-type: none"> Individual insight is expressed in relation to the content. 	0 1 2 3 4 5 6
	<ul style="list-style-type: none"> Individual spark is expressed in relation to the presentation. 	0 1 2 3 4 5 6
REFLECTION	<ul style="list-style-type: none"> Reflection on the learning of the content through product development is apparent. 	0 1 2 3 4 5 6
	<ul style="list-style-type: none"> Reflection on what the student learned about self as a learner is apparent. 	0 1 2 3 4 5 6

Comments: _____

Meaning of Scale:

6 –PROFESSIONAL LEVEL: level expected from a professional in the content area

5 –ADVANCED LEVEL: level exceeds expectations of the standard

4 –PROFICIENT LEVEL: level expected for meeting the standard

3 –PROGRESSING LEVEL: level demonstrates movement toward the standard

2 –NOVICE LEVEL: level demonstrates initial awareness and knowledge of standard

1 –NON-PERFORMING LEVEL: level indicates no effort made to meet standard

0 –NON-PARTICIPATING LEVEL: level indicates nothing turned in