Scoring Guide for Case 5, Task 1: Learn about an Organization’s Reports

Name: Date:

Course & Section:

Deliverable: **Memo**

|  |  |  |  |
| --- | --- | --- | --- |
| Specific Evaluation Criteria and Required Elements | Your Score | CriterionWeight | Total |
| Includes standard elements for a memo (to, from, subject, and date). Subject line is specific. If necessary, second and subsequent pages include the recipient’s name, the date of the memo, and the page number. |  | x 1 |  |
| Includes a clear statement of purpose. |  | x 1 |  |
| Describes the preface’s audience and purpose. Audience may be multiple readers, but each audience is described in detail. There may be multiple purposes. |  | x 4 |  |
| Evaluates how well the preface explains the subject, purpose, background, and scope of the report. Evaluative statements are linked to specific features of the preface. |  | x 3 |  |
| Describes and evaluates the organizational structure of the preface. |  | x 3 |  |
| Discusses the preface’s level of formality and voice. Uses multiple examples to support and illustrate the discussion. |  | x 3 |  |
| Uses effective design elements — such as white space, lists, and informative headings — to help make the document easy to read. |  | x 3 |  |
| Contains no typos or errors in spelling, punctuation, or grammar.  |  | x 2 |  |
| Total Points for Assignment(100 points possible) |  |
| Comments:  |

What Your Scores Indicate

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| Score | Key Word | Comments |
| 5 | Outstanding | Demonstrates a **high degree of competence**, sustained control, and mastery of the element. May have occasional minor flaws. |
| 4 | Strong | Demonstrates **clear competence**. An element with a score of 4 is not as skillfully controlled as an element with a score of 5 and may contain minor flaws that can be fixed or overcome without much trouble. |
| 3 | Adequate | Demonstrates **adequate competence** and control but with occasional lapses in quality. |
| 2 | Limited | Demonstrates **some competence** but is clearly flawed. A score of 2 indicates more frequent or more apparent lapses than those described for a score of 3. |
| 1 | Flawed | Demonstrates **serious weaknesses**. |
| 0 | Missing | Required element is not included. |