Assignment 1: Memo Punctilio

Basic Evaluation Criteria:

* Does summary focus on information that will help boss change his behavior?
* Is there sufficient detail in explanations to give boss enough information to know what to do?
* Is the organization balanced and coherent?
* Is the formatting designed to make the information accessible and easy to understand? Does it use headings and lists?
* Is Analysis complete and competently executed?
* Is Outline sufficiently detailed and an accurate reflection of the underlying structure of the article summary?