

## 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?