Memo Punctilio Grading Rubric

Format

* Memo heading: Date, To, From, Subject
* Correct Opening: Background, Pupose, Preview
* Use of headings
* Use of Lists

Content

* Good choices about what to say or not say: Focus on Too-many-memos problem and Too-hard-to-understand problem.
* No irrelevant content: e.g., distinction between managerial, psychological, and political reasons managers write.
* Emphasize crux issue: Too many memos
* Sequencing of information reflects importance or priority of problems to be solved.

Usage

* Not a primary emphasis, but point out anything that’s really bad

Grade on a scale. This is a 15 point paper; this is an 8-point paper. If situation analysis or outline is missing minus 3 points for each. If there are no headings, minus 3 points. Lists? Judgment call.