Memo Punctilio Grading Rubric

Format

- See page 21 of coursepack for structure of a Direct Informative message. Not all elements summarized there are necessary. Adapt as appropriate to this message's needs.
- Memo heading: Date, To, From, Subject
- Correct Opening: Background, Purpose, 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