

Grading Rubric
ABC- MFA, 2023
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The student memo will be evaluated / graded in the following aspects:

1. It should follow a correct memo convention:
 - 1) **memo title,**
 - 2) **header,**
 - 3) **purpose,**
 - 4) **summary,**
 - 5) **discussion, and**
 - 6) **recommendation**
2. It should have a clear, correct, and concise **purpose paragraph**
3. It should have a **summary paragraph** that provide necessary background information on the memo and present one forecast sentence that works as a thesis statement for the coming discussion later. In this memo, it should summarize the major weaknesses of the given claim letter or the strengths of the claim letter
4. It should include several paragraphs in a **Discussion section** that further supports or explains the thesis statement presented in the summary section with **detailed examples from the claim letter.**
5. It should have a Recommendation section that directed to **the instructor** and **not to the writer of the claim letter.**