

## Grading Report for Overlook Lodge Recommendation Memo

Name:

Section:

### Grading Key

10 points = Very good—a positive strength of this paper. Great job!

8-9 points = Good. Strengths balance any weaknesses in this category. Keep working on this.

7 points = Needs improvement to eliminate weaknesses. Make studying this element a priority.

6 points = Unacceptable. Focus on this problem right away!

Score	Category	Comments
	<b>APPROACH AND AUDIENCE PERSPECTIVE</b> <ul style="list-style-type: none"> <li>● Good analysis of the business situation and relationships.</li> <li>● Communication objectives are met.</li> <li>● Appropriate approach and tone for the audience.</li> </ul>	
	<b>CONTENT AND DEVELOPMENT</b> <ul style="list-style-type: none"> <li>● Fulfills the assignment purpose.</li> <li>● Complete, thorough, substantive. Explains ideas fully and clearly.</li> <li>● Convinces reader with clear explanations and concrete, specific details.</li> </ul>	
	<b>ORGANIZATION</b> <i>Introduction</i> <ul style="list-style-type: none"> <li>● Purpose, stage setting, context. Why you are writing.</li> </ul> <i>Body</i> <ul style="list-style-type: none"> <li>● Logical sequencing and paragraph breaks.</li> <li>● Movement between generalizations and specific, concrete details to support those points.</li> </ul> <i>Closing</i> <ul style="list-style-type: none"> <li>● Reinforces reader-writer relationship; not abrupt.</li> </ul>	
	<b>WRITING STYLE</b> <ul style="list-style-type: none"> <li>● Sentences are smooth and easy to follow.</li> <li>● Appropriate, exact word choice.</li> <li>● Natural, but professional style.</li> <li>● Concise.</li> </ul>	
	<b>EDITING AND FORMAT</b> <ul style="list-style-type: none"> <li>● No errors in grammar, usage, spelling, punctuation, mechanics, proofreading.</li> <li>● Attractive, appropriate format.</li> </ul>	
<hr style="width: 20px; margin: 0 auto;"/> 50	<b>Total</b>	