

## MCOM: Written Assignment Evaluation Form

NAME: \_\_\_\_\_ Assignment: **MEMO**

<b>AREA / GOAL</b>	<b><i>FEEDBACK: If you did the section correctly you will find a check on this sheet – additional handwritten comments may be found on the paper as needed</i></b>
<p style="text-align: center;"><b>CONTENT*</b></p> <p style="text-align: center;">_____ / 10</p> <p>The document is objective and has an in depth analysis all the issues referred in the assignment.</p> <p>_____ Intro            _____ Keep            _____ New            _____ Reduce            _____ Conclusion</p>	<ul style="list-style-type: none"> <li>○ Communicates all elements of the topic and information is technically sound</li> <li>○ Introduces outside material clearly – set up of material and notation – as needed</li> <li>○ Has strong content - <b>RESEARCH – has financials to back up statements to a finance-oriented audience</b></li> </ul> <p>Short paragraphs lacking substance may reflect lack of content and research.</p> <p><b>5 = strong for the workplace</b>  <b>4 = above average for business standards – minor revisions needed for section</b>  <b>3 = borderlines satisfactory for the workplace</b>  <b>2 = unsatisfactory for the workplace – your supervisor would say “really?”</b></p> <p><i>*reflects your contribution to the paper</i></p>
<p style="text-align: center;"><b>ORGANIZATION</b></p> <p style="text-align: center;">_____ / 5</p> <p>The document is well organized, clear and presents coherently.</p>	<ul style="list-style-type: none"> <li>○ Begins with a purpose statement, preview, credibility, and context (can come later)</li> <li>○ Paragraphs begin with a topic sentence, has support and concludes (develops thought)</li> <li>○ Closes with a call to action, feedback mechanism, and goodwill</li> </ul> <p><b>5 = strong for the workplace</b>  <b>4 = above average for business standards – minor revisions needed</b>  <b>3 = borderlines satisfactory for the workplace</b>  <b>2 = unsatisfactory for the workplace – your supervisor would say “really?”</b></p>
<p style="text-align: center;"><b>QUALITY OF WRITING*</b></p> <p style="text-align: center;"><b><i>Double space</i></b></p> <p style="text-align: center;">_____ / 10</p> <p>The document is well-written.</p>	<p>Writing Grade: _____</p> <p>Zero points if no double space copy is turned in. Grammar cannot be graded.</p> <p><i>*reflects your contribution to the paper</i></p>
<p style="text-align: center;"><b>FORMATTING</b></p> <p style="text-align: center;"><b>Single space</b></p> <p style="text-align: center;">_____ / 3</p> <p>Closely follows the requirements related to format and layout.</p>	<ul style="list-style-type: none"> <li>○ Has correct set up and format - <b>all</b></li> <li>○ Has correct bullet set up: intro sentence, parallel format, concluding sentence – <b>all</b></li> <li>○ Incorporates headings, <u>parallel and talking</u> - <b>all</b></li> </ul> <p>Full credit for each done correctly.</p>
<p style="text-align: center;"><b>REFERENCES*</b></p> <p style="text-align: center;">_____ / 2</p> <p>All the references used are of scholarly quality.</p>	<ul style="list-style-type: none"> <li>○ <b><i>Introduces outside material correctly in paper</i></b> - each source</li> <li>○ Includes a work cited page written correctly using APA format – font, set up, work cited as heading</li> </ul> <p><i>*reflects your contribution to the paper</i></p>
<p style="text-align: center;">_____ / 30 points</p>	<p><b>Convert to: _____ / 10%</b></p>