

**MGMT 250.005 Professional Communication**

<b>Rubric for International Project</b>	<b>Points</b>	<b>Comments</b>
Grammar (5 pts)		
Use of White Space (5 pts)		
Short Sentences (5 pts)		
Short Paragraphs (5 pts)		
Audience Awareness (5 pts)		
Order of Topics (5 pts)		
Title Page (5 pts)		
Letter of Transmittal (5 pts)		
Table of Contents (5 pts)		
Executive Summary (5 pts)		
Introduction (12 pts) <i>*Introduction (2 pts)</i> <i>*Purpose (2 pts)</i> <i>*Scope (2 pts)</i> <i>*Limitations (2 pts)</i> <i>*Assumptions (2 pts)</i> <i>*Methods (2 pts)</i>		
Background/History (2 pts)		
Data (15 pts)		
Recommendations (5 pts)		
In-text Citations & References (8 pts)		
Overall Report (3 pts)		
Extra Credit (5 pts)		