**Progress Report Rubric**

Based on assignment guidelines, the memo has:

\_\_\_\_ /5 appropriate document design following the guidelines provided in the book

\_\_\_\_ / 10 a strong organizational strategy that is rhetorically effective; for memos this will include headings that orient the reader appropriately to what follows. time or task pattern? Organizational strategy clear?

\_\_\_\_ / 65 strong content that is complete and fits the terms of the assignment:

• Introduction: topic with background, research question, significance of your topic

• Work completed: “research-to-date” on three sources with bibliographic information; very brief summary of each source; particular interest of each source; strengths/weaknesses

• Work Remaining: further research areas, what you need to do for overall completion of the report

• Conclusion: Discuss problems; offer possible solutions; give the appropriate overall impression

\_\_\_\_ /10 clear writing on all levels

\_\_\_\_ /10 grammatical correctness

\_\_\_\_\_ total

Comments: