General Grading Rubric for Memos

The memo has:

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

\_\_\_\_ a strong organizational strategy that is rhetorically effective; for memos this will include headings that orient the reader appropriately to what follows

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

\_\_\_\_ clear writing on all levels

\_\_\_\_ grammatical correctness

\_\_\_\_\_ total