

ADM2381 Live Memo Grading Sheet

/100

Name: _____ Student Number: _____

Content	
• Date	/1
• For (name and position)	/2
• From (name and position)	/2
• Subject line (relevant, specific, concise)	/5
• Message content:	/40
- Introduction: authorization, purpose, topic	/6
- Body - Provide support with evidence (examples, facts, data)	/12
- Recommendations: outline how to solve problems, and provide implementation ideas	/12
- Conclusion: use key ideas and provide insight to the reader	/7
- Closing statement: thank reader, offer to answer questions, and provide contact information	/3
Total	/50
Communication	
• Writing: conciseness, proper English	/5
• Flow: use of transition words, ideas are distinct and relevant	/5
• Structure: logically built argument, sentence structure	/5
• Appropriateness: use of professional language, mindful of audience	/5
• Message: delivered effectively	/5
Total	/25
General Format	
• Use of block format	/15
• Line spacing	/10
• At least one reference (in-text)	
Total	/25
Grade Before Sp/Gr Deduction	/100
Spelling and Grammar Deduction (2 marks per mistake, maximum 10 marks)	()