

**Memo Grading Rubric**

<p><b>Correct Results</b></p> <p><input type="checkbox"/> Analysis uses the correct approach <input type="checkbox"/> Results are correct</p>	<p>0 1 2 3</p>
<p><b>Structure and Content</b></p> <p><input type="checkbox"/> Describes the current situation <input type="checkbox"/> Describes the proposed change <input type="checkbox"/> Presents key results <input type="checkbox"/> Presents gains and losses by group <input type="checkbox"/> Evaluates effectiveness and efficiency <input type="checkbox"/> Opinions are about means rather than ends</p>	<p>0 1 2 3</p>
<p><b>Exposition</b></p> <p><input type="checkbox"/> Memo is clear and readable <input type="checkbox"/> Uses appropriate paragraphing <input type="checkbox"/> Points are discussed in logical order <input type="checkbox"/> Grammar and spelling is correct <input type="checkbox"/> Tables and figures have titles <input type="checkbox"/> Tables and figures are mentioned before they appear <input type="checkbox"/> Text is concise <input type="checkbox"/> Does not use market diagrams <input type="checkbox"/> Does not use equations <input type="checkbox"/> Does not use first person plural pronouns <input type="checkbox"/> Does not use second person pronouns</p>	<p>0 1 2</p>
<p><b>Overall Score</b></p>	