Chapter 1 Memo Assignment

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| Major Area | Description | Points |
| Memo Header | Use of Memo or Memorandum Title | 5 |
|  | Date, To, From, Subject | 5 |
|  | Elements Missing/Hand Written Elements | 5 |
|  | Single spacing (1.0 and Line Spacing Options before and after set at 0 pt) | 5 |
|  | Subject is clear and descriptive | 5 |
|  | Use of tab function to create a straight line | 5 |
| TOTAL |  | **5** |
| Memo Body | Headings are clear and descriptive | 5 |
|  | Double spacing (2.0 and Line Spacing Options before and after set at 0 pt) | 5 |
|  | Uses Introduction, Discussion, Conclusion format | 5 |
|  | Analysis weak | 5 |
|  | Grammatical error(s)—1+ grammatical errors within the document, including by way of example and without limitation: spelling, word choice, subject-verb agreement, tense, use of active voice, nonsexist language. See Chapters 1 & 11 and Appendix A. | 5 |
| TOTAL |  | **10** |
| IEEE | Internal Citations in brackets—missing | 10 |
|  | References at end of document—missing | 10 |
|  | References not cited fully in IEEE | 5 |
|  | IEEE cites missing where should likely have cites | 5 per instance |
| IEEE Total |  | **10** |
| Poem Re-write | Fails to re-write the poem | **10** |
| Poem Re-write | Leaves mistakes in poem re-write | **1/mistake left** |
| Assignment TOTAL |  | **25** |