FORMAT	Letter or Memo Format	0 - 2.5
	Subject	0 - 1.5
CONTENT *ABC Format*	**Introduction** Purpose statement	1 - 3
	Body Reasons, Factual details/ specific info.	1 - 4
	Conclusion Call to action, Closing off	1 - 2
	Tone	$0 - 2$
READABILITY	Headings/ Sub-headings/ Bullets/Numbered Lists/ Tables/ Graphs	0- 2
LANGUAGE	Grammar/Sentence structure, Spellings/Vocabulary, Punctuation, Spacing	0 - 3
Total		20