

## SD-160 In Class Writing Task #3 - Memos

Mechanics	Mark
	5
The correspondance contains limited spelling, punctuation and grammatical errors	4
	3
The correspondance contains some spelling, punctuation and grammatical errors	2
The correspondance contains many spelling, punctuation and grammatical errors	1

Sentence Structure	Mark
	5
Sentences are clear, and moves the reader along fluidly from beginning to end	4
	3
Sentences are partially correct in sections of the correspondance, allowing for some flow	2
Sentences structure is choppy and fragmented, with run-ons and splices.	1

Paragraphs	Mark
	5
Paragraphs have clearly stated topic sentence, are unified, complete and cohesive	4
	3
Paragraphs have adequately stated topic sentence with some supporting details	2
Paragraphs have poorly stated topic sentence, and supporting details are not in a logical order.	1

Formatting	Mark
	5
Follows appropriate Memo formatting: To, From, Subject, Problem Intro, Recommendations or Setting of Expecations etc.	4
	3
Missing some Memo formatting: To, From, Subject, Problem Intro, Recommendations or Setting of Expecations etc.	2
Missing signifigant Memo formatting: To, From, Subject, Problem Intro, Recommendations or Setting of Expecations	1

<b>Total Mark</b>	<b>20</b>
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