

TCO 341
Memo Grading Rubric

Student: _____ Grade: _____

Points (25)	Elements of Review	
(3)	Memo Elements	Appropriate addressee; logo or letterhead, “to”, “from”, “subject”, “date”
(4)	Subject Line	Specific, accurate, action-focused
(4)	First Paragraph	Clearly explains purpose, author’s intent; clear and forceful writing; may summarize if a long memo
(4)	Middle Paragraph(s)	Topic sentence begins each paragraph; effective use of headings
(4)	Surface Features	Spelling, grammar, appearance; includes contact information
(3)	Tone	Tone, voice, level of persuasion appropriate; professional
(3)	Action	States who is to do what, when