

## TCO 341 Feasibility Report Grading Rubric

Name of writer: \_\_\_\_\_

<b>Points (100 total)</b>	<b>Elements of Review</b>	
(10)	<b>Audience</b>	<ul style="list-style-type: none"> <li>• Addresses information needs of specialized readers</li> <li>• Addresses information needs of general readers</li> </ul>
(30)	<b>Content</b>	<ul style="list-style-type: none"> <li>• Problem statement written in Fact A/B format</li> <li>• Several potential solutions presented</li> <li>• Technical, social, or managerial criteria included</li> <li>• Conclusion clearly stated</li> <li>• Recommendation includes organizational context</li> <li>• Body of report provides reasons for conclusion</li> </ul>
(20)	<b>Organization</b>	<ul style="list-style-type: none"> <li>• First paragraph(s) contain all information necessary to understand purpose of report, writer's role, and organizational context</li> <li>• Second/third paragraph contains summary of options/recommendation(s)</li> <li>• Organized by criteria or options</li> </ul>
(10)	<b>Format</b>	<ul style="list-style-type: none"> <li>• Headings reveal the main divisions along with subtopics as necessary</li> <li>• 3-4 pages single spaced</li> <li>• Follows APA for citations (if citations are used)</li> </ul>
(20)	<b>Style</b>	<ul style="list-style-type: none"> <li>• Uses lots of concrete words, good action verbs</li> <li>• Appropriate topic sentences</li> </ul>
(10)	<b>Grammar and punctuation</b>	<ul style="list-style-type: none"> <li>• Follows conventional standards</li> <li>• No spelling errors</li> <li>• Minimal grammatical errors</li> </ul>

Comments