

## TCO 341 Feasibility Report Grading Rubric

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

Points	Elements of Review	
(10)	Audience	<ul style="list-style-type: none"> <li>• Shows awareness of audience</li> </ul>
(20)	Content	<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)	Organization	<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>• Organized by criteria or options</li> </ul>
(20)	Format	<ul style="list-style-type: none"> <li>• Headings reveal the main divisions by indicating subtopics</li> <li>• 3-4 pages single spaced</li> <li>• Follows APA for citations</li> </ul>
(20)	Style	<ul style="list-style-type: none"> <li>• Uses lots of concrete words, good action verbs</li> <li>• Appropriate topic sentences</li> </ul>
(10)	Grammar and punctuation	<ul style="list-style-type: none"> <li>• Follows conventional standards</li> <li>• No spelling errors</li> <li>• Minimal grammatical errors</li> </ul>

Grade:    /100

Comments: