

Grading Criteria for Technical Letter Assignment

All required items must be complete and correctly formatted.

All document contents must show evidence of audience analysis and contain audience-centered material.

The letter and memo do not contain grammar errors, misspellings, punctuation errors, Times New Roman, or Arial.

Technical Letter

The letter contains the following items:

- return address
- date line
- inside address
- salutation
- introductory paragraph
- body paragraphs
- complimentary close
- signature
- typed name with job title
- typist's initials
- header and page number (if two pages)

The introduction introduces the following concepts:

- your identity
- the letter's subject
- your reason for writing
- a brief statement of context

The body paragraphs contain clear, complete, and audience-centered statements of

- narration
- petition
- justification

The action conclusion contains the following items:

- a firm, polite, and specific call to action
- a request to contact the writer
- the writer's contact information/reference to the writer's contact information

Reflective Memo

The memo contains the following elements:

- the word MEMO at top in bold, and in a font that contrasts with the main text
- To, From, Date, and Re lines
- a one-sentence purpose statement
- discussions of audience analysis/adaptation, ethical issues, and course goals
- request for contact
- typist's initials and "Enclosure"