

Sample Assessment of a Memorandum

Student:

Date:

Purpose:

- ask and answer questions
- give short report
- reminder of appointment or meeting
- written record of action taken

Method of Distribution:

- inter-office mail
- bulletin board
- fax
- e-mail
- other:

Use the following scale to assess each aspect of the memo.

1 = Excellent 2 = Good 3 = Average 4 = Fair 5 = Weak

___ Background Information (DATE, TO, FROM, and SUBJECT lines)

- identifies your name and name(s) of reader(s) (and, if appropriate, job position)
- identifies date
- identifies subject of memo

___ Objective

- tells reader(s) the purpose of the memo
- relates clearly to the content of the memo

___ Message

- includes a background paragraph (if it is needed)
- states the major points clearly and briefly
- presents the points in a logical order
- states clearly tasks or action that you and your reader(s) will carry out
- graphically differentiates main message from its accompanying explanation and details (by using headings to clarify the structure and content of the memo; using numbered, lettered, or bulleted lists appropriately; and underlining, italicizing, boldfacing, or capitalizing only key words related to purpose of the memo)

___ Overall

- is clear, brief, and courteous
- states exactly what is wanted and when it is wanted
- uses appropriate tone and language conventions (including spelling, punctuation, and sentence structure)

Comments: