

**20.109 F09**  
**Engineering Memo Grading Rubric**

**Criteria for evaluation**

*#/10 points*

*Memo is complete* (contains appropriate opening header, summary section, discussion, recommended action and supplementary documents [if needed]).

*#/10 points*

*Summary* section clearly establishes the reason for writing the memo, succinctly summarizes the key recommendations, as well as the methods and evidence on which those recommendations are based.

*#/30 points*

*Discussion* section concisely and clearly presents findings/evidence and analysis of those findings (which are in support of the recommendations), and makes a convincing argument that leads to the conclusions offered. Establishing credibility is key here as the writer points out the limitations and implications of the results and presents an argument for their meaning.

*#/5 points*

*Recommended Action* is clearly presented and logically flows from the data shown.

*#/15 points*

*Supplementary documents* are referred to in the body of the memo and are clearly presented and organized and are included where appropriate.

*#/30 points*

*Overall quality of the writing* shows the writer's control over his/her prose, including a persuasive argument based on clear evidence and logical conclusions, concise and clear wording, effective use of headings and subheadings, and avoidance of errors.