

Spring 2009, 6.033 DP1 Memo Grade Sheet

Name:

Recitation Section:

Writing instructor:

Email:

Total score*:

(* If you receive less than 80 points you must meet with your writing instructor. Please contact your Writing Program lecturer at his or her email address above. You may also contact the Writing Program coordinators for this course: Mary Caulfield (mcaulf@mit.edu) or Don Unger (donunger@mit.edu) for assistance.

Comments on your progress this semester

Organization and Content	Points (Out of 20)
<p>Completeness of ideas-Has the reader been provided with all the information necessary to understand the course of action being suggested?</p> <p>Comments:</p>	
<p>Sequencing-Has the information been sequenced in a way that facilitates fast and accurate assimilation and assessment?</p> <p>Comments:</p>	
<p>Language and Syntax-Has the memo been carefully proofread and is it substantially free of surface errors?</p> <p>Comments:</p>	
<p>Format-Does the assignment adhere to standard memo format and conventions?</p> <p>Comments:</p>	
<p>Visual organization-Does the use of segmentation, white space, and other visual characteristics facilitate the clear transmission of information in the memo?</p> <p>Comments:</p>	