

Rubric Detail

A rubric lists grading criteria that instructors use to evaluate student work. Your instructor linked a rubric to this item and made it available to you. Select **Grid View** or **List View** to change the rubric's layout.

Name: **Business Memo**

Exit

Grid View

List View

	Exemplary	Competent	Marginal	Needs Improvement
Audience	6 (20.00%)	5 (16.66666%)	4 (13.33333%)	3 (10.00%)
Content Organization	6 (20.00%)	5 (16.66666%)	4 (13.33333%)	3 (10.00%)
Document Design	6 (20.00%)	5 (16.66666%)	4 (13.33333%)	3 (10.00%)
Appropriate close	6 (20.00%)	5 (16.66666%)	4 (13.33333%)	3 (10.00%)
Grammar & Mechanics	6 (20.00%)	5 (16.66666%)	4 (13.33333%)	3 (10.00%)

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Exit