

Rubric	Points Possible	Points Achieved
RESEARCH/CONTENT (total 120 points) The report shows thoughtful research and includes the elements required in the content: - <u>Introduction</u>: Explains the subject and the purpose of the report; includes the names of the team members who provided information for the report; provides an overview of the limitations, conclusions, and recommendations. - <u>Body</u>: Presents the results of your research; uses headings and subheadings for clear organization; supports your findings by at least two illustrations, graphs, or tables. - <u>Conclusion</u>: Summarizes your findings and explain their significance; briefly explains the limitations and possible issues that will need to be addressed; recommends how to proceed with the project. - <u>Sources</u>: Includes the required number of sources; includes a list of references.	30 40 30 20	20 30 10 15
FORMAT/PARTS (total 50 points) The report shows professional look and adheres to the instructions: - The report is 10 pages long (10% tolerance). - The illustrations, graphs, or tables do not exceed the equivalent of 1 page. - Uses the correct memo header. - Follows a chosen style format (APA, MLA) for in-text citations, bibliography, and formatting. - Submission of the report follows email netiquette.	10 10 10 10 10	10 10 10 5 10
WRITING (total 30 points) The report shows clarity, coherence, and correctness: - The tone and style follow the characteristics of <i>business writing</i>. - Paragraphs are smooth, coherent, and they us basic paragraph elements. - Sentences are clear, straightforward, and they reflect observance of standard usage, spelling, punctuation, etc.	10 10 10	10 8 10
Total	200	148
Lacks evidence of fair contribution (-5: significant lack; -10: shared/lack from all team members; -20: no/almost no evidence)		-10
New Total		138
Grade	D+	