**Grading Rubric / Checklist: Laboratory Memo Report**

**for Technical Writing Content (30 points)**

1. In the first paragraph, **context** is spelled out.

1.1\_\_\_Question or issue is clearly identified.

1.2\_\_\_Importance of question or issue is affirmed.

\_\_\_\_\_ 3 points possible

1. In the second paragraph, a **summary** of the entire report is provided.

2.1\_\_\_Conclusions are stated.

2.2\_\_\_The significance or meaning of the results is addressed.

\_\_\_\_\_ 5 points possible

3.0 In the third and following paragraphs, **discussion** is developed.

3.1\_\_\_Results are presented; data is referenced as attachments.

3.2\_\_\_Analyses are described; sample calculations should be attached and referenced.

3.3\_\_\_Connections between analyses and conclusions are stated.

3.4\_\_\_Remaining questions, if any, are identified.

\_\_\_\_\_ 5 points possible

4.0 In the last paragraph, further communication is invited and contact information is provided.

\_\_\_\_\_ 5 points possible

5.0 After the last paragraph, attachments are listed by title. Attachments might include data sheets, sample calculations, printouts, or other elements as needed.

5.1\_\_\_Attachments

\_\_\_\_\_ 2 points possible

6.0 Overall: Elements of **standard memo format** and **professional tone** are used.

6.1\_\_\_Memo headings are included: **To/From/Subject/Date**.

6.2\_\_\_**Subheads** identify major content elements, except opening and closing.

6.3\_\_\_**Attachments** are individually titled and listed after close.

6.4\_\_\_Figures are captioned to *identify*, to *describe* content and to *indicate* purpose. (Figures are always labeled under the graphic).

6.5\_\_\_Tables are designed for comparisons to be read vertically and titled to describe content and to indicate purpose. (Tables are always labeled above the rows and columns).

\_\_\_\_\_ 5 points possible

7.0 References are present and properly documented in ASME format.

\_\_\_\_\_ 5 points possible