

Prof. Seth E. Lipner

WRITTEN MEMO RUBRIC

Outstanding writer – A. Written work reflects exceptional organization, thoughtfulness and insight. The work shows that the student can use the substantive material covered in class to produce optimal business outcomes. Explanations are well supported, persuasively presented, and reveal that this person is an excellent communicator. All writing is fully edited, and is stylistically and grammatically correct.

Good writer – A/B. Written work reflects organization, thoughtfulness and insight. The work shows that the student can use the substantive material covered in class to produce good business outcomes. Explanations are supported, somewhat persuasively presented, and reveal that this person is a good communicator. Writing shows signs of having been edited, and is, for the most part, stylistically and grammatically correct.

Adequate writer – B. Written work reflects only basic organization, thoughtfulness and insight. The work shows that the student understands the legal consequences of decisions. Explanations are minimally supported, mildly persuasive and reveal that this person can communicate. Writing is barely edited, and is stylistically and grammatically passable.

Unsatisfactory writer – C/D/F. Written work is disorganized, unthoughtful and reflects inadequate or a complete lack of preparation. Little or no understanding is reflected. Explanations are unsupported or non-existent. Writing is unedited, or is stylistically or grammatically defective.