

Name _____

Recommendation Report

4 = Outstanding, 3 = Strong, 2 = Adequate, 1 = Unacceptable



	Weight	Score
▶ LETTER OF TRANSMITTAL <i>Addresses appropriate audience and includes explanation of context; summary of report contents; goodwill closing; enclosure notation</i>	5%	<div>-</div>
▶ EXECUTIVE SUMMARY <i>Addresses general audience and includes brief statements about the purpose, findings, background, scope, conclusions, and recommendations; follows organization of report; adheres to the conventions of genre</i>	5%	<div>-</div>
▶ INTRODUCTION <i>Introduces subject; describes context/problem/opportunity; supports the existence and importance of problem/solution; provides appropriate background; describes report scope; previews report body</i>	10%	<div>-</div>
▶ METHODS <i>Describes research methods; includes justification of research methods; uses credible sources; discusses audience-appropriate criteria</i>	15%	<div>-</div>
▶ RESULTS & CONCLUSIONS <i>Presents clear, relevant and readable research results; provides criteria-based analysis and interpretation of results</i>	15%	<div>-</div>
▶ RECOMMENDATIONS <i>Clearly articulates recommendation; provides rationale/explanation; discusses implementation; articulation of recommendation; provision of rationale/explanation; discussion of implementation</i>	10%	<div>-</div>
▶ PROFESSIONAL WRITING STYLE <i>Written in clear, concise, readable professional style; is audience appropriate; includes reader benefits; encourages goodwill</i>	20%	<div>-</div>
▶ GRAMMAR • CITATION • DOCUMENTATION <i>Employs correct grammar, spelling, and usage; Written in correct MLA or APA format with proper citation and documentation</i>	10%	<div>-</div>
▶ DOCUMENT DESIGN <i>Appropriate usage of headings and subheadings, navigational and/or organizational markers; includes appropriate visual aids; correct inclusion and design of visual aids; generally demonstrates adherence to the conventions of genre</i>	10%	<div>-</div>

GRADE