

Evaluation of Final Examination

ENG 114 Classroom Courses

SCC Department of English and Humanities

ABSTRACT (20 points): Capture the reader's attention.

- Provide a bridge to previous communication.
- State the purpose of the letter or memo clearly, using an effective tone.

BODY (40 points): Convince the reader with supporting points.

- Explain or support the purpose of the letter or memo clearly, logically, thoroughly, and concisely.
- Use an appropriate tone.

CONCLUSION (20 points): Control the closing.

- State the action you wish to be taken, if appropriate.
- Using an appropriate tone, effectively express your appreciation. (You do not need to say "thank you" unless you have received help.)

FORMAT (20 points)

- In a letter, type an appropriate greeting and closing. Also, type the return and inside addresses, date, body, conclusion, and closing in an appropriate form, including paragraph spacing.
- In a memo, type the memo headings and body in an appropriate form, including paragraph spacing.

EFFECTIVE SENTENCES (2 points deducted per error)

Sentence Structure: Avoid errors in subordination, coordination, and parallelism. Avoid sentence fragments, comma splices, and fused, incomplete, or awkward sentences.

Grammar and Usage: Avoid inappropriate verb or pronoun use, subject-verb or pronoun-antecedent disagreement, unclear pronoun reference, misplaced or dangling modifier, inappropriate shift in person or tense, redundancy, imprecise language, or incorrect usage.

Spelling and Capitalization: Avoid errors in spelling and capitalization.

Punctuation: Avoid misuse or omission of the apostrophe, brackets, colon, comma, dash, ellipsis, exclamation point, hyphen, parentheses, period, question mark, quotation marks, semi-colon, slash, underlining, or italics.

FINAL EXAMINATION GRADE: A=100-93; B=92-85; C=84-77; D=76-70; F=69-0