

## Evaluation of a Feasibility Study

### SCC Department of English and Humanities

#### ABSTRACT (15 POINTS)

- Briefly state who has authorized the study and for what purpose.
- Briefly mention the criteria used during your feasibility study (evaluation).
- Briefly refer to your recommendation.

#### BODY (50 POINTS)

- Describe the evaluation criteria used in your study.
- Describe exactly **what** you evaluated and **how**, especially if you have made comparisons.
- Explain criteria meaningful to the readers, such as cost, practicality of implementing the idea, changes that may be needed, effect on growth or day-to-day operations.
- Discuss advantages and disadvantages.
- Use a table format or other graphics to support your ideas, where appropriate.
- Arrange ideas in a logical order and use appropriate transitions to link ideas.

#### CONCLUSION (15 POINTS)

- State your conclusions logically, based upon the evidence in the body of your report.
- List the reasons for your recommendation.
- Arrange ideas in a logical order, use appropriate transitions to link ideas, and conclude effectively.
- Use an effective tone.

#### FORMAT (20 POINTS)

- Letter or memo of transmittal with appropriate addresses, closing, and signature.
- Title page, if you have a separate memo or letter.
- Body of report, including title, abstract, body, and conclusion.
- Appropriate headings, bullets, and numbers, where appropriate.

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