

Evaluation of a Recommendation Report

SCC Department of English and Humanities

ABSTRACT (15 POINTS)

- State the purpose of your report.
- Briefly refer to the problem to which your recommendations respond.
- Briefly summarize the recommendations covered in the body of the report.

BODY (50 POINTS)

- Give the details of the problem, if necessary.
- Describe the recommendations (though in a short report you may place your recommendations in the conclusion).
- Provide the data to support your recommendations (with reference to any attachments).
- Emphasize the main benefits of the recommendations.
- Describe any possible drawbacks.
- Arrange ideas in a logical order and use appropriate transitions to link ideas.
- Use an effective tone.

CONCLUSION (15 POINTS)

- Briefly restate your major findings, conclusions, or recommendations
- 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