**Grading Comments**

**Formatting**

Overall, good use of formatting, such as highlighting techniques (bullets, tables), headings, white space.

Make sure the format of the memo heading (date, to, from, etc.) looks like the sample on pp. 188-189. Note use of italics and spacing.

For the memo heading on the first page, I don't recommend using the header function. I say this because, when you email the report, anything that's a header shows up in light gray type. You want the memo heading on the first page in black type.

All reports must have the following sections (whether you label them or not): Introduction, Discussion, Conclusion, Recommendation.

Keep your headings consistent. If it's a main heading and you use capital letters and bold type, then all main headings in the report should be in this same style. Each level of heading should have a consistent style. Also headings need to look different than your regular body text—they need to stand out somehow. Possibilities include bold type, italics, underlining. (See p. 147, starting at the bottom of the page.)

You need to use dashes where you are using hyphens. Hyphens are for compound adjectives; dashes are used in headings and to indicate a pause. See p. 475 for dashes and p. 476 for hyphens.

Don’t use colons after headings that are set above your paragraphs.

Need more white space/blank lines. Need more bulletpoints for highlighting.

For your table, use the Table function in Word. The way you have it now, the numbers don't line up and it looks bad.

Don’t indent the first line of your paragraphs. The blank line between paragraphs indicates the start of a new paragraph, so you don’t need to indent.

For feasibility reports: make sure that in the "evaluation" section, when you analyze each candidate according to all the criteria, that the criteria is in the SAME ORDER as you originally listed it. (Hope that makes sense. In other words, don't rearrange the order of the criteria.)

**Conciseness**

Don't try to use "big" words.

Some of your sentences are a bit “wordy.” Delete unnecessary words.

Limit paragraph length. Limit sentence length.

Flesch-Kincaid or FOG index. You must calculate the grade level of your writing and include it at the bottom of all your reports, and include the percentage of passive sentences—see “readability statistics” in Word. These indices are an excellent indicator for clear and concise writing. Grade level should be between 10 and 12, and passive sentences should be less than 10%.

**Clarity**

Watch grammar, punctuation, and clarity. You have some awkward word choices and awkward sentence constructions. See, especially, rule number on the punctuation handout under Course Material.

Please figure out how to use commas!

Watch redundancies (repetition).

Specific detail? Answer reporter’s questions?

Active voice?

Defined acronyms, abbreviations, and jargon?