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| ***MEMORANDUM SCORING SHEET*** |
| *NAME*  | *PROJECT:* UNAUTHORIZED PRACTICE OF LAW |
| 1. **MEMORANDUM POINTS**
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| **INTRODUCTION** | Failed to introduce subject; vague.Points 1-10 | Appropriate; claimed audience’s attention/highlighted main points.Points 11-15 | Stimulating; original; clear/well expanded; prepared reader fully.Points 16-20 |  |
| **DISCUSSION/****SUPPORT** | Inadequate development/ errors/sloppy; awkwardly used, inadequate sources.Points 1-10 | Adequate development; credible facts/supported and illustrated ideas, cited sources.Points 11-15 | Comprehensive development/ stimulating; well timed; skillfully used, incorporated sources throughout.Points 16-20 |  |
| **ORGANIZATION** | Vague; lacked balance/ mechanical transitions throughout.Points 1-10 | Main ideas related to purpose/each other/used some creative transitions.Points 11-15 | Skillfully led reader/creatively related previous points to new points.Points 16-20 |  |
| **CONCLUSION** | Incomplete; no sense of finality.Points 1-10 | Reviewed highlights of main points/ definite; appropriately tied to subject.Points 11-15 | A synthesis; fostered retention of ideas/positive impact.Points 16-20 |  |
| **TECHNICAL SPECIFICATIONS** | Did not meet all the technical requirements of the assignment.Points 1-10 | Meets some all the technical requirements of the assignment.Points 11-15 | Meets all the technical requirements of the assignment.Points 16-20 |  |
| **TOTAL POINTS:** MEMORANDUM:   Total points possible: 100    **Total points: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |