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| ***MEMORANDUM SCORING SHEET*** | | | | | | |
| *NAME* | | | *PROJECT:* UNAUTHORIZED PRACTICE OF LAW | | |
| 1. **MEMORANDUM POINTS** | | | | | | |
| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |