

## Evaluation of Meeting Making Memos

Name \_\_\_\_\_ Graded by \_\_\_\_\_ Grade \_\_\_\_\_

|  | DOWD MEMO | STAFF MEMO |
|--|-----------|------------|
| <b>Introduction</b>                            |           |            |
| <b>Content/<br/>Organization/<br/>Emphasis</b> |           |            |
| <b>Clarity/<br/>Coherence</b>                  |           |            |
| <b>Formatting</b>                              |           |            |
| <b>Style/Tone</b>                              |           |            |
| <b>Comments</b>                                |           |            |