



WIDENER UNIVERSITY

BUS665: Managing Business Processes

Report Grading Rubric (25 points)

Logic (20% - 5 points)

- Did you address each item clearly and concisely, giving full consideration to each? How well-developed are your ideas? 2.5 points
- Did you present your ideas logically, with well-formed paragraphs? Does the organization and flow of your memo make sense? 2.5 points

Analysis (60% - 15 points)

- Is your analysis accurate? 8 points
- Do your responses illustrate critical thinking and application of course concepts? 7 points

Professionalism (20% - 5 points)

- Did you present your work in a professional manner: respect page limits, use appropriate business style and tone, section headings, block-style (no double-spacing, no indenting, a single space between sections), page numbers, professional graphs and charts etc.? 2.5 point
- Did you write a paper free from grammar, spelling, syntax, and typographical errors? 2.5 point