

Ian Rangel

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Assignment: Executive Summary

Rubric for Assessment

Dry Delights - Ashlyn Szabo

STARTUP				
	POOR - 1	AVERAGE - 2	GOOD - 3	EXCELLENT - 4
Summary Skills	Summary is very short; key information is missing and minor details are given too much attention.	Summary is short; some important information is missing. Summary is relatively free of insignificant details.	Summary is good: key information is restated well and minor details and author opinions are avoided.	Summary is excellent: all major points are restated clearly and concisely and minor details and opinions are avoided. ✓
Purpose	Summary does not restate purpose, key arguments, facts, and figures.	Summary restates only two of the following: main purpose, key points, facts, and figures.	Summary restates main purpose, key points, facts, and figures well. ✓	Summary restates main purpose, key points, facts, and figures excellently.
Organization	Summary's organization follows no logical or coherent order.	Summary is organized in a reasonable manner but needs revision. Some information is misplaced.	Summary is organized well. Information follows a logical order.	Summary is organized well and invites readers to read more. Information follows a logical order and creates flow and clarity. ✓
Audience Awareness	Information is not tailored toward an executive-level audience. Summary teases reader.	Summary shows evidence of audience awareness, but not enough to invite executives to read it.	Summary is written appropriately for an executive audience.	Information is tailored nicely toward executive audience. Executives can make decisions and take appropriate action. ✓
Grammar and Mechanics	Errors make summary unreadable.	Some errors exist but only occasionally impede meaning.	Minimal errors exist and do not impede meaning. ✓	Summary is free of grammatical or mechanical errors.

Notes:

There are a few grammatical errors

Good job! Explained everything well