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15.280 Communication for Managers  
Fall 2008

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## Final Self-Assessment Memo

Write a one- to two-page memo to your instructor and teaching assistant describing and evaluating the progress you have made in your writing and speaking skills in 15.280 over the course of the semester. In preparation, review your baseline self-assessment, your other written assignments, and the videotapes of your talks.

Your memo should provide a balanced and concrete evaluation that includes (but is not necessarily limited to) the following:

- Your improvement over the semester,
- Your current strengths and weaknesses, and
- Some ways in which you might continue to improve your speaking and writing skills.

Support your comments with specific details and examples.

**Due** LEC 14

**Grade weight** Homework ( $\sqrt{+}$ ,  $\sqrt{}$ ,  $\sqrt{-}$ ) 5%

### Criteria for grading

**Strategy and structure:** Have you organized the memo according to the readers' interests and needs? Does the introduction provide and overview to the rest of the memo? Does the conclusion provide closure to the memo?

**Coverage:** Have you covered the three areas discussed above in sufficient detail (including adequate evidence for your points from your experiences in 15.280)? Have you included feedback from others as part of your analysis?

**Document design:** Is the format appropriate? Have you used formatting to show your structure and highlight important points?

**Clarity and correctness:** Are paragraphs coherent and sentences concise? Does the memo contain correct spelling, punctuation, and grammar?