

Writing Assignment Critique

Student: _____ Addressee: _____

Assignment: #1) Personal Memo #2) Interview Memo #3) Rationale Memo
 #4) Company Letter #5) Political Letter #6) Final Letter

Students: 1) Fill out form to this line 2) Attach form to assignment

Key to Error Notations:

- | | |
|-------------------------------------|---|
| ① Fragment, comma splice, or run-on | ⑥ Misplaced modifier |
| ② Wordy or redundant | ⑦ Subject/verb agreement or verb tense error |
| ③ Passive voice | ⑧ Pronoun/antecedent agreement error
or unclear antecedent |
| ④ Syntax or vocabulary error | ⑨ Parallelism error |
| ⑤ Spelling or typing error | ⑩ Too many blank lines or spaces here |

Corrections Needed:

- Your assignment is returned to you ungraded for the following reason/s:
____ Letter/Memo was not typed. - Type and resubmit.
____ Letter/Memo did not meet assignment requirements - See me for clarification.
____ Letter/Memo was more than one page - Edit and resubmit.
- Rewrite to include opening, body, and closing paragraphs.
- Rewrite opening paragraph to introduce the purpose of the memo/letter.
- Rewrite enumeration in the body to make the points parallel.
- Rewrite closing paragraph to summarize purpose or request specific action.
- Have someone help you with your English syntax and vocabulary.
The school provides free tutoring in the Learning Assistance Center.
- See me regarding this assignment.

Grade:

- Redo this assignment to correct the errors; then resubmit it to me.
Attach the original and this critique to your corrected copy.
You have received no credit for this assignment at this time.
- Celebrate! You have received the credit for your assignment.
____ Memo is returned to you; no further action is needed.
____ Reprint the letter to correct the errors; then mail it. (Do not resubmit)
____ Letter was mailed on _____; no further action is needed.
____ Missing envelope or stamp

Points: _____ / 50