

Name: _____

Software Recommendation **Business Memo (20 points)**

Scenario)

You were recently hired as the IT manager at a local business (your choice). The owner has asked you to suggest some software that can be used to help with the daily operations of the business.

- Conduct research on the Internet to learn more about the various software programs that are available to small business owners. There are many programs out there to help with accounting, taxes, and business planning.
- Write a business memo to the owner suggesting software to incorporate into the business. Discuss the price, features, and benefits of the software.
- Use the *Business Memo* example as a formatting guide.

Grading Rubric

	Target (5pts)	Acceptable (3pts)	Unacceptable (1pt)
Content	Suggestions were expressed in a clear and organized way. Contains details such as the price, features, and benefits of the software.	Suggestions were expressed in a pretty clear manner, but organization could have been better. Missing 1-2 details.	Suggestions were somewhat organized, but lack clarity. Missing more than 2 details.
Format	Complies with all requirements for a business memo.	Complies with almost all requirements for a business memo	Complies with several requirements for a business memo.
Sentences, Paragraphs, Spelling & Grammar	Sentences and paragraphs are complete and well constructed. No errors in spelling or grammar.	Sentences are complete and well constructed. Paragraphing is generally well done. 1-3 errors in spelling or grammar.	Most sentences are complete and well constructed. Paragraphing needs work. More than 3 errors in spelling or grammar.
Length	1 page in length, 12 pt. Times New Roman or Ariel font	3/4 page in length, 12 pt. Times New Roman or Ariel font	Less than 3/4 page in length, font is not 12 pt. Times New Roman or Ariel font