**Executive Summary Grading Sheet**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The objective is clearly defined including details of the memo and the memo date. \_\_\_\_\_\_\_ (15 pts.)
2. A brief summary of the experimental method used to obtain the results is provided. \_\_\_\_\_\_\_\_ (20 pts.)
3. A summary of the specific results are provided together with uncertainty estimates. \_\_\_\_\_\_\_ (30 pts.)
The results (displayed as a figure and/or table) are appropriate and *provide evidence*

 *towards conclusions*.

1. Conclusions are stated and recommendations are provided. \_\_\_\_\_\_\_\_ (15 pts.)
2. The Executive Summary is well organized and stands on its own. (20 pts.)
Proper attention is given to formatting, font, spelling, grammar, length, etc.

Your name is included.

 TOTAL SCORE: (100 pts.)