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| **Correction Area** | **Points Possible** | **Point Earned** |
| *Business Travel Source Information* form  Information is complete & accurate | 10 |  |
| Trip Budget  Normal View (5)  Formula View (5)  Visual Appeal (5) | 15 |  |
| Letter  Format (10)  Content (5) | 15 |  |
| Memorandum  Format (10)  Content (5) | 15 |  |
| Presentation  Outline (10)  Handouts (5) | 15 |  |
| Brochure  Format (5)  Content (5)  Visual Appeal (5) | 15 |  |
| Oral Presentation | 30 |  |
| MLA Format | 20 |  |
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