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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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