Computerized Business Applications

“Find your Spot” Report

Instructions:

Write a 2-page report on your city of choice. The paper must include an introduction, the body, and a closing.

The paper must have a “compare” statement that will include a comparison to another city that was part of your original project. What you compare is totally up to you.

In addition, you must correctly use three of the following words in your report:

Trace, Analyze, Infer, Evaluate, Formulate, Describe, Support, Explain,

Summarize, or Contrast

Your report will be graded using the following Rubric. Please read through before you get started on your report to insure that it will contain all the elements needed for a higher grade. Good luck!

Rubric

|  |  |  |
| --- | --- | --- |
| **Objective** | **Points Possible** | **Points Earned** |
| **Material:**  **Organized (15); Informative (20);**  **Complete thoughts (10)** | **45** |  |
| **Orderly:**  **Includes Intro, Body, Closing clearly** | **15** |  |
| **Spelling/Grammar** | **20** |  |
| **Sentence Structure** | **20** |  |
| **Outline followed** | **5** |  |
| **Overall format of Report** | **20** |  |
| **TOTALS:** | **125** |  |