NAME: __________________________

Total Points Possible: 33 (points possible for each subpart are listed below in parentheses)

1. Provide basic descriptive statistics:
   For variables relevant to the Qs (2 points) ________

2. Use appropriate methods and analyze correctly:
   Select appropriate methods and variables (recoding if needed)
   to answer each question (6 points) ________
   Interpret results accurately (8 points) ________

3. Recognize and address missing data issues (mention at all? dealt with appropriately and thoughtfully?) (3 points) ________

4. Use tables, charts, and/or graphs (used effectively? clearly labeled? referred to in body of memo? clear, easy to read and interpret?) (4 points) ________

5. Address two audiences:
   Interpret analyses in “non-statistics” language (4 points) ________
   Give info for more technical audience: type of test, test stats, p-values (3 points) ________

6. Construct memo with effective overall style, organization, and clarity of argument (intro? conclusion? generalizability addressed? organization/format of document) (3 points) ________

TOTAL ________