**MS Excel Culminating Assignment**

**Survey and Memo Creation**

In this assignment, you will be creating a 10 question survey based on a topic of your choice. You will have students answer your questions, then compile the data and create a properly formatted memo to your teacher informing him of the information you have gathered.

This type of research is called primary research, as you are the one that is collecting the information. Please be sure to follow each of the steps below.

1) After going through the lesson of survey creation, you are to create a survey that you can give face-to-face to students in the school. Your survey must include at least 10 questions on your chosen subject, and they must be written in a close-ended format. You will be going around to students, asking your questions and recording their answers. You must survey a minimum of 20 people (only ten respondents can be from our class)

2) Once you have collected the data, you are to record the results of your survey in a MS Excel file. Each question is to have its data recorded, and you are to create an appropriate chart for each.

3) Once your data is tabulated and your charts are created, you need to compose a properly formatted memo addressed to me. You are to include some information about the topic you picked, why you chose that topic, and what you learned about the topic from your survey. Be sure to follow the proper format that we discussed in class. You are to include 2 charts within the text of your memo.

4) Once you have completed your memo, you will need to email me your memo, along with your excel file as an attachment. Please send the files to [christopher.bourne@ucdsb.on.ca](mailto:christopher.bourne@ucdsb.on.ca)

This assignment is due on Friday, March 22, 2013. You will have class time on Wednesday and Thursday to complete this assignment.

**Marking Rubric**

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|  | **LEVEL 4** | **LEVEL 3** | **LEVEL 2** | **LEVEL 1** |
| **K/U**  Components of a Memo | Included all components of a memo. Headings were used throughout to organize the information. | Included most components of a memo. Headings were mostly used to organize information. | Included some components of a memo. Headings were sometimes used to organize information. | Included very few components of a memo. Headings were not used to organize information. |
| **COMM**  Proper Business English language | Excellent professional use of business language in survey or memo. Titles and formal language were included. | Good use of professional business language in survey or memo.  Titles were included. | Some use of professional business language in survey or memo. Some formal language and titles used. | Very little use of professional business language in survey or memo. Very few to no formal language or titles used. |
| **APP**  Survey Creation | Excellent ability to create an appropriate survey based on the instructions given. Survey is engaging and informative. | Good ability to create an appropriate survey based on the instructions given. Survey is somewhat engaging and informative. | Some ability to create an appropriate survey based on the instructions given. Survey is acceptable in interest level. | Very little ability create an appropriate survey based on the instructions given. |
| **APP**  Excel Sheet | Sheet contains the appropriate data in a very organized manner, contains all required charts in a professional and attractive format. | Sheet contains the appropriate data in a somewhat organized manner, contains all required charts in a professional format. | Sheet contains the appropriate data, contains all required charts. | Sheet does not contain the appropriate data in an organized manner, doesn’t contain all required charts. |