

# Standards of Excellence: “You be the Judge”

- Honesty: “Honest information is that which is verifiable.”
- Clarity: “You write what you mean to convey.”
- Accuracy: “You have your facts straight.”
- Comprehensiveness: “All the reader needs is present.”



# Standards of Excellence: “You be the Judge”

- Accessibility: “Readers can find information quickly and easily.”
- Conciseness: “You must convey lots of information economically.”
- Professional Appearance: “Create documents in clean, properly formatted designs for consistency and balance.”
- Correctness: “Your documents must demonstrate a command of grammar, punctuation, spelling, mechanics, and usage conventions.”