

Griffith Business School
Department of Accounting Finance and Economics
3108AFE Taxation Planning
ASSIGNMENT CRITERIA SHEET – PART B

Due Date - Tuesday 4 October 2016 by 5pm

Weighting - 35%

Student Name - _____

Student Number - _____

Mark Awarded:

Part B:

/35

Part B – Business Letter of Advice

1	The 'Our Understanding' outlines the critical facts relevant to the advice	0	1	2	3	4	5
2	The 'Executive Summary' provides a summary of all key recommendations (if <i>client stopped at this point they would still have an idea of what the advice is</i>)	0	1	2	3	4	5
3	Application In the body of the letter the student has demonstrated a correct understanding of the relevant law.	0	1	2	3	4	5
4	Student has demonstrated a correct understanding of the legal entities (and their obligations)	0	1	2	3	4	5
5	Has addressed all issues raised by client.	0	1	2	3	4	5
6	Does not go outside the 'scope' of the advice sought	0	1	2	3	4	5
7	Conclusions Client would understand 'what' is being recommended i.e. solutions to the client	0	1	2	3	4	5
8	Client would understand 'why' recommendations are being made i.e. explanation been provided supporting 'what' is being recommended.	0	1	2	3	4	5
9	Provides 'solutions'; to the client to solve potential issues	0	1	2	3	4	5
10	Research: Filenote (Identification of legal issues, legislation & case law) The file note to the Letter of Advice demonstrates that the student has thoroughly researched the assignment:						
	- student has correctly quoted statutory provisions of the ITAA, case law, and taxation rulings	0	2	4	6	8	10
11	- student has applied the above law correctly to the facts of the client	0	2	4	6	8	10
12	Organisation Good structure effectively sequenced – Clear and logical sequence.	0	1	2	3	4	5
13	Format Adherence to the correct conventions of a business letter of advice (including minimal, if any, references to legislation or case law in the letter itself).	0	1	2	3	4	5
14	The overall presentation (12 Arial font, single line spacing, 3cm margins, use of headings, justify paragraph, page #s, Aust date format) of the letter.	0	1	2	3	4	5
15	Expression Appropriateness of language (3 rd person) and terminology for business letter of advice.	0	1	2	3	4	5
16	Uses concise language (not verbose)	0	1	2	3	4	5
17	Clarity of expression (writes in an active sense compared to passive/negative)	0	1	2	3	4	5
18	Correct use of grammar, spelling and punctuation.	0	1	2	3	4	5
	TOTAL (out of 100)						
	Excessive word penalty (less 10%) or Late lodgement penalty						
	TOTAL (after penalties, if any)						