**Business Information Management II – Communicating at Work - Soft Skills in the** **Workplace** **“Hard” and “Soft” Skills Business Leader Report** **Assignment #1**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| Required | Report contains | Report contains | Report is | Report lacking |
| Elements | business leader | business leader | lacking some | career and skill |
|  | name, career, | name, career, | career or skill | information |
|  | hard and soft skills | hard and soft | information |  |
|  | as well as | skills with no |  |  |
|  | additional | additional |  |  |
|  | information related | information |  |  |
|  | to topic |  |  |  |
|  |  |  |  |  |
| Formatting | Report uses | Report is neat in | Report is neat | Report |
|  | proper formatting | appearance but is | but lacks the | incomplete and |
|  | and is neat and | missing a | majority of | lacks most of |
|  | professional in | formatting | formatting | the information |
|  | appearance | element (could be |  |  |
|  |  | heading style, |  |  |
|  |  | double spacing, 1” |  |  |
|  |  | margins) |  |  |
|  |  |  |  |  |
| Mechanics | No grammatical or | 1 grammatical or | 2-3 grammatical | More than 3 |
|  | punctuation errors | punctuation error | or punctuation | grammatical or |
|  |  |  | error | punctuation |
|  |  |  |  | errors |
|  |  |  |  |  |
| Sufficiency of | Excellent amount | Adequate amount | Little information | Report provides |
| Information | of research | of information | provided as to | very little |
|  | information | provided that | hard and soft | research at all |
|  | provided that | demonstrate | skills of |  |
|  | demonstrate | business leader’s | business leader |  |
|  | business leader’s | communication | selected |  |
|  | communication | skills |  |  |
|  | skills |  |  |  |
|  |  |  |  |  |
| Examples | All communication | Most of the | Little information | Report clearly |
| related to | skills in report | communication | presented, | not related to |
| project | relate to material | skills in the report | purpose of | objectives |
|  | discussed in class | relate to the | report difficult to |  |
|  |  | classroom lesson | understand |  |
|  |  |  |  |  |
| Total Score \_\_\_\_\_\_\_\_ |  |  |  |

Maximum 100 Points