**Enhancing Business Communication Business Information Management II Conditional Formatting Assignment #2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **20** | **15** | **8** | **1** |
| **Conditional Formatting** | Web query, chart, and one-page report thoroughly completed. | Web query, chart, and one-page report adequately completed. | One item is missing from the assignment. | At least two items are missing from the assignment. |
| **Grammar** | There are no grammatical mistakes in the documents. | There is one grammatical mistake in the document. | There are two grammatical mistakes in the documents.  | There are more than two grammatical mistakes in the documents.  |
| **Chart** | Chart is exceptionally attractive ad properly labeled. | Chart is attractive but labels are incomplete. | Chart is adequate but contains no labels. | Chart missing. |
| **Report** | Report is more than adequate in length and is clearly on topic. | Report is of adequate length and is on topic. | Report is slightly off topic. | Report is missing or not on topic. |
| **Knowledge Gained** | Student can accurately answer all questions related to facts in the document and processes used to create the chart. | Student can answer 75% of the questions related to facts in the document and processes used to create the chart. | Student can accurately answer 50% of the questions related to facts in the document and processes used to create the chart.  | Student appears to have insufficient knowledge about the facts or processes used in the document.  |

Maximum Points Possible: 100

Student Points: \_\_\_\_\_\_\_\_\_\_\_\_