**Business Information Management II – Communicating at Work - Soft Skills in the** **Workplace** **Following Directions Scenario** **Assignment #3**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| Required Elements | Assignment | Both documents | Only one | Less than one |
|  | contains both | present with | document | partially |
|  | documents fully | minor omissions | completed fully | completed |
|  | completed, all | of information | or both | document |
|  | areas thoroughly |  | incomplete |  |
|  | addressed |  |  |  |
|  |  |  |  |  |
| Creativity | Original display of | Original display | Documents | Documents |
|  | information on | of information | appear | contain no |
|  | both documents, | on both | common, | creativity or |
|  | exceptional use of | documents with | typical, with | design |
|  | design elements | adequate use of | some design | elements |
|  |  | design | elements |  |
|  |  | principles | lacking |  |
|  |  |  |  |  |
| Sequencing | All tasks | 1-2 tasks out of | 3-4 tasks out of | More than a few |
|  | presented for | order between | order | tasks out of |
|  | each of the 4 | the 5-8 p.m. |  | order |
|  | groups are in a | time frame |  |  |
|  | logical, organized |  |  |  |
|  | order |  |  |  |
|  |  |  |  |  |
| Sufficiency of | All possible | Most | Several | Sketchy |
| Information - | consequences | consequences | consequences | consequences |
| Consequences | logical and well | logical with one | described but | provided and |
|  | thought out | exception | some illogical | most illogical |
|  |  |  |  |  |
| Following | Entire assignment | A majority of the | Assignment | No |
| Directions | relates to the | assignment | product shows | understanding |
|  | topic of the | relates to the | only a minor | of the topic |
|  | importance of | topic | correlation to | shown on this |
|  | following |  | the topic | assignment |
|  | directions |  |  |  |
|  |  |  |  |  |

Total Score \_\_\_\_\_\_\_\_

Maximum 100 Points