**Managerial Communications**

**Formal/Informal Communication Assignment #1**

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

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| --- | --- | --- | --- | --- |
| CATEGORY  | 20  | 14  | 7  | 1  |
| Use of Class Time  | Used time well during each class period. Focused on getting the project done. Never distracted others.  | Used time well during each class period. Usually focused on getting the project done and never distracted others.  | Used some of the time well during each class period. Some focus on getting the project done but occasionally distracted others.  | Did not use class time to focus on the project OR often distracted others.  |
| Required Elements  | The document includes all required elements as well as additional information.  | All required elements are included on the document.  | All but one of the required elements are included on the document.  | Several required elements were missing.  |
| Grammar  | There are no grammatical mistakes on the document.  | There is one grammatical mistake on the document.  | There are two grammatical mistakes on the document.  | There are more than two grammatical mistakes on the document.  |
| Content ‐ Accuracy  | At least five accurate comparisons are displayed on the document.  | Four accurate comparisons are displayed on the document.  | Two to three accurate comparisons are displayed on the document.  | Less than two accurate comparisons are displayed on the document.  |
| Knowledge Gained  | Student can accurately answer all questions related to facts in the document and processes used to create the document.  | Student can accurately answer most questions related to facts in the document and processes used to create the document.  | Student can accurately answer about 75% of questions related to facts in the document and processes used to create the document.  | Student appears to have insufficient knowledge about the facts or processes used in the document.   |

Maximum Points Possible: 100

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