**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: \_\_\_\_\_\_\_\_\_\_\_