**Managerial Communications**

**Listening Report Assignment #2**

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

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| CATEGORY | 20 | 14 | 7 | 1 |
| Organization | Information is very organized with well-constructed paragraphs and subheadings. | Information is organized with well‐constructed paragraphs. | Information is organized, but paragraphs are not well constructed. | The information appears to be disorganized. |
| Quality of  Information | Information clearly relates to the main topic. It includes several supporting details and/or examples. | Information clearly relates to the main topic. It provides one to two supporting details and/or examples. | Information clearly relates to the main topic. No details and/or  examples are given. | Information has little or nothing to do with the main topic. |
| Mechanics | No grammatical, spelling, or punctuation errors. | Almost no grammatical, spelling, or punctuation errors. | A few grammatical, spelling, or punctuation errors. | Many grammatical, spelling, or punctuation errors. |
| Internet Use | Successfully uses suggested  Internet links to find information and navigates within these sites easily without assistance. | Usually able to use suggested Internet links to find information and navigates within these sites easily without assistance. | Occasionally able to use suggested Internet links to find information and navigates within these sites easily without assistance. | Needs assistance or supervision to use suggested Internet links and/or to navigate within these sites. |
| Amount of Information | All topics are addressed and all questions answered with at least two sentences about each. | All topics are addressed and most questions answered with at least two sentences about each. | All topics are addressed, and most questions answered with one sentence about each. | One or more topics were not addressed. |

Maximum Points Possible: 100

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