**Business Document Formatting**

**Business Information Management I**

**Proposal Assignment #3**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | **20** | **15** | **8** | **1** |
| **Organization** | Information is | Information is | Information is | The information |
|  | very organized | organized with | organized, but | appears to be |
|  | with well‐ | well‐constructed | paragraphs are | disorganized. |
|  | constructed | paragraphs. | not well |  |
|  | paragraphs and |  | constructed. |  |
|  | subheadings. |  |  |  |
| **Mechanics** | No grammatical, | Almost no | A few | Many |
|  | spelling, or | grammatical, | grammatical, | grammatical, |
|  | punctuation | spelling, or | spelling, or | spelling, or |
|  | errors. | punctuation | punctuation | punctuation |
|  |  | errors. | errors. | errors. |
|  |  |  |  |  |
| **Diagrams &** | Diagrams and | Diagrams and | Diagrams and | Diagrams and |
| **Illustrations** | illustrations are | illustrations are | illustrations are | illustrations are |
|  | neat, accurate, | accurate and add | neat and accurate | not accurate OR |
|  | and add to the | to the reader's | and sometimes | do not add to the |
|  | reader's | understanding of | add to the | reader's |
|  | understanding of | the topic. | reader's | understanding of |
|  | the topic. |  | understanding of | the topic. |
|  |  |  | the topic. |  |
| **Paragraph** | All paragraphs | Most paragraphs | Paragraphs | Paragraph |
| **Construction** | include an | include an | included related | structure was not |
|  | introductory | introductory | information but | clear and |
|  | sentence, | sentence, | were typically not | sentences were |
|  | explanations or | explanations or | constructed well. | not typically |
|  | details, and a | details, and a |  | related within the |
|  | concluding | concluding |  | paragraphs. |
|  | sentence. | sentence. |  |  |
| **Internet Use** | Successfully uses | Usually able to | Occasionally able | Needs assistance |
|  | Internet to find | use Internet to | to use Internet to | or supervision to |
|  | information and | find information | find information | use Internet |
|  | navigates within | and navigates | and navigates | and/or to |
|  | these sites easily | within these sites | within these sites | navigate within |
|  | without | easily without | easily without | these sites. |
|  | assistance. | assistance. | assistance. |  |
|  |  |  |  |  |

**Maximum Points Possible: 100**

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