**Business Information Management II – Communicating at Work - Soft Skills in the** **Workplace** **Instructional Manual** **Assignment #2**

\\

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| Required Elements | Manual contains | Manual | Manual missing | Manual missing |
|  | all required | complete with | steps critical to | entire section(s) |
|  | sections-table of | minor omission | completing the |  |
|  | contents, labeling, | of steps | task |  |
|  | supplies, and |  |  |  |
|  | steps |  |  |  |
|  |  |  |  |  |
| Layout | Layout makes | Layout is | Layout seems | Information in |
|  | manual well- | organized, but | unorganized | manual is spotty |
|  | organized, easy | ineffective use | and slightly | and follows no |
|  | to read, very | of full pages | difficult to follow | effective layout |
|  | effective use of |  |  | principles |
|  | full pages |  |  |  |
|  |  |  |  |  |
| Mechanics | No grammatical | Minor | Manual contains | Amount of |
|  | or punctuation | grammatical or | a few | errors is |
|  | errors in | punctuation | grammatical or | unacceptable |
|  | document | errors | punctuation |  |
|  |  |  | errors |  |
|  |  |  |  |  |
| Organization | Excellent | Generally | A few | The steps that |
|  | organizational | organized | instructional | are present are |
|  | skills | manual but 1-2 | steps | out of |
|  | demonstrated, | steps unclear or | ambiguous or | sequence, |
|  | order of | out of sequence | out of sequence | making |
|  | processes clearly |  |  | following them |
|  | identified |  |  | difficult |
|  |  |  |  |  |
| Use of illustrations | Very good use of | Good | Very little, if any | Either no |
|  | illustrations that | illustrations but | illustrations to | illustrations or |
|  | enhance the | not all | help | illustrations that |
|  | steps in the | necessarily | demonstrate the | are present are |
|  | manual | enhancing the | steps | unrelated to |
|  |  | steps |  | steps |
|  |  |  |  |  |

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

Maximum 100 Points