Comprehensive Writing Assessment  Name: __________________________

Class Time: __________

Content

_____ Opening (20 points)

☐ Position statement is written in specific parallel language indicating the points of discussion.

☐ Readability technique is used with at least two discussion points.

_____ Body (30 points)

☐ All points in statement are supported in body with specific, developed details that relate to position statement.

☐ Organization is a logical progression of ideas/events (same order as statement).

☐ Focus on topic is maintained throughout. Topic sentences are included and provide a clear connection to the discussion points.

☐ Sources supporting statements/facts are identified in text.

☐ Transitions are employed to join ideas and improve “flow.”

☐ Business professional tone and writing style is used.

☐ Direct quotes are limited to a total of three lines.

_____ Closing (20 points)

☐ Summary statement does just that without adding new content.

☐ A final focus is provided for the reader.

☐ Final documentation is included (at least the two secondary sources provided and primary source from writing pretest).

Language Mechanics/Fatal Errors (20 points)

Language mechanics and/or problematic wording
(No deduction for 1-3 errors; minus 1 point for each additional error)

☐ Sentence variety

☐ Overuse of expletives

☐ Wordiness

☐ Writer orientation

☐ Lack of clarity or completeness

☐ Repeated awkward wording

Fatal Errors (-5 pts. for each fatal error, no maximum)

Formatting (10 points)

☐ Maintains paragraph length of 5-7 lines

☐ Follows instructions - length requirement, margins, title, etc.

☐ Uses 12-point font

☐ Double-spaces text

☐ Documents sources in APA style (in text and reference page)


100 points less ___

Comprehensive Writing Assessment Grade ___
<table>
<thead>
<tr>
<th>Country/Team ________________________________</th>
<th>Oral Report Grading Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name ______________________________________</td>
<td>Class Time ________________</td>
</tr>
</tbody>
</table>

### Introduction
- **Obvious attention-getter**: 1 2 3 4 5
- **Purpose of presentation**: 1 2 3 4 5
- **Introduction of team members**: 1 2 3 4 5
- **Preview of topics**: 1 2 3 4 5

### Conclusion
- **Summary of main points (no new information)**: 1 2 3 4 5
- **Final focus (WIFM)**: 1 2 3 4 5
- **Q&A and clear/obvious ending**: 1 2 3 4 5

### Body
- **Topics arranged logically**: 1 2 3 4 5
- **Each point supported with evidence/examples**: 1 2 3 4 5
- **All topics related to purpose = how these topics affect communication while doing business. Purpose ≠ doing business in assigned culture**: 1 2 3 4 5

### Other
- **Obvious practice time to coordinate**: 1 2 3 4 5
- **Complete within time limit (10-12 minutes)**: 1 2 3 4 5
- **Work smoothly and efficiently as a team**: 1 2 3 4 5
- **Documentation included (APA format) (references/sources)**: 1 2 3 4 5

### Visuals
- **Used appropriate, error-free visuals for the information presented**: 1 2 3 4 5
- **Used appropriate amount of information on slides (if used)**: 1 2 3 4 5
- **Used visual aids effectively, minimizing eye contact with visuals**: 1 2 3 4 5

### Posture and Movement
- **Maintained an open posture**: 1 2 3 4 5
- **Used appropriate gestures, facial expressions, posture, and movement**: 1 2 3 4 5
- **Maintained eye contact with the entire audience**: 1 2 3 4 5

### Vocal
- **Used good enunciation and diction**: 1 2 3 4 5
- **Varied vocal tone, volume, and pitch**: 1 2 3 4 5
- **Limited use of fillers (e.g., “um” and “ah”)**: 1 2 3 4 5
- **Spoke at an appropriate rate**: 1 2 3 4 5

### Personal Preparation
- **Dressed professionally**: 1 2 3 4 5
- **Took the time to practice and to coordinate the presentation with the group**: 1 2 3 4 5
- **Thoroughly prepared individual portion of the presentation (or simply read notes)**: 1 2 3 4 5
- **Provided a smooth transition to the next speaker**: 1 2 3 4 5

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**Comments:**

**Group Score ____ (70)**

**Language-Mechanics Errors:** 1 free, 2-3 = -½ pt.; 4-5 = -1 pt.  
**Fatal Errors:** -½ pt. each  
**Parallelism:** -½ pt. for each slide  
**Individual Score ____ (70)**
MIS 3200 Report Rubric

Title Page (5 points)
Title, name, and affiliation appear
Author note and contact info are included
Elements are centered vert. & horizontally
Header is formatted correctly (inc. page no.)

Table of Contents (5 points)
Header is formatted correctly
Format of “T of C” heading is consistent (Level 1)
All rpt. headings are included/identical in rpt.
Page numbers are correct

Introduction (10 points)
Authorization
Problem/situation
Purpose
Significance
Methodology/sources
Plan of presentation (Preview)

Summary/Conclusions/Recommendations (10 points)
Direct approach is used
Information is highlighted (summarized)
Title is appropriate
Concl. and recomm. are included
No new information is presented
Final focus is included

Body (30 points)
All main points introduced in plan of presentation are clearly discussed
Main points are discussed in the order presented in the opening
All topics relate to purpose = communication and “dots” are connected
Headings are parallel in construction, where necessary
At least one heading per page is included
At least two levels of headings are used, not including the title level
Headings follow the pizza rule—at least two subheadings under a main heading
In-text citations are included, complete, and formatted correctly, inc. primary source
A credibility statement is included the first time that information from the primary source is used
No more than three typed lines total of direct quote per page are used

Graphic (5 points)
Introduced
Sourced
Summary
Relevant
Placed (near graphic intro)
Professional appearance

References (15 points)
Reference page is provided and citations are complete and formatted correctly
At least two credible secondary sources per major topic are used (and primary source is not on list)
In-text citations and references correspond so reader can easily connect them

Format (20 points)
Running header (APA format)
Spacing between paragraphs (no extra)
Correct indentation of paragraphs
Meets 2-pg. length requirement
No back-to-back headings
Report double-spaced
Spacing before and after headings
Format and capitalization of first-level headings
Format and capitalization of second-level headings
Widow/orphan lines
Paragraph length of 7 lines or fewer

Language Mechanics (additional point deductions; up to 25 points maximum)
(No deduction for 1-3 errors; 4-6 errors = -1 pt.; 7+ errors = -1 pt. each)

Additional items:
Lack of transitions (choppy)
Repeated awkward wording
Lack of sentence variety
Lack of clarity or completeness
Overuse of expletives
Incorrect use of “who” vs. “that”

Fatal Errors (additional point deductions; no maximum)
(-5 points for each fatal error)
# Business Analysis Case Grading Rubric

**Case:**

**Student(s):**

<table>
<thead>
<tr>
<th>Objective/Criteria</th>
<th>Exceptional</th>
<th>Developing</th>
<th>Beginning</th>
<th>Comments/Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Calculation Accuracy, Use of Excel Features, and Business Application</strong></td>
<td>Excel calculations are accurate and use appropriate formulas, functions, and cell referencing. Business-related questions are answered correctly with clear support from the relevant calculations shown. (70 points)</td>
<td>Some calculations are incorrect, but effort to correctly utilize formulas, functions, and cell referencing is evident. Some inaccuracies in business analysis questions or lack of support from some of the relevant calculations. (60 points)</td>
<td>Several calculation inaccuracies or missing components. Incorrect or missing answers to business analysis questions. (50 points)</td>
<td></td>
</tr>
<tr>
<td><strong>Professionalism, Formatting, and Style</strong></td>
<td>The final product is aesthetically pleasing, with a highly professional appearance and style. (30 points)</td>
<td>Evidence of some formatting, but lacking the polish of a professionally formatted project. (20 points)</td>
<td>Little evidence of formatting. Final deliverable lacked professional appearance. (10 points)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Score**