

Interpersonal Communication  
**Individual Written Assignment**

*E=Excellent, G=Good, A=Average, F=Fair, P=Poor, NA=No or Minimal Attempt*

<b>Writing Mechanics (30%)</b>	<b>E</b>	<b>G</b>	<b>A</b>	<b>F</b>	<b>P</b>	<b>NA</b>
	30-27	26-24	23-21	20-18	17-15	14-0

Is the use of language appropriate for the level of the course? Do you accurately and effectively communicate your points? Would your writing be acceptable in the business world? Comments:

<b>Organization and Professionalism (30%)</b>	<b>E</b>	<b>G</b>	<b>A</b>	<b>F</b>	<b>P</b>	<b>NA</b>
	30-27	26-24	23-21	20-18	17-15	14-0

Is the paper in proper essay form? Does the paper start with an introductory paragraph that explains the paper's purpose and outlines its contents? Does the paper have a polished, professional appearance that makes it appropriate for presentation to top management? Does the works cited page follow APA or MLA guidelines? Comments:

<b>Content</b>	<b>E</b>	<b>G</b>	<b>A</b>	<b>F</b>	<b>P</b>	<b>NA</b>
	20-18	17-16	15-14	13-12	11-10	9-0

- **(20%)** Does the paper inform the reader about the “who, what, when, why, and how” of the subject? Does the paper answer or address all sections of the assignment? Does your paper show evidence of original thinking, rather than simple repetitions of ideas in the text?

	<b>E</b>	<b>G</b>	<b>A</b>	<b>F</b>	<b>P</b>	<b>NA</b>
	20-18	17-16	15-14	13-12	11-10	9-0

- **(20%)** Does the paper include other information such as associated research, other researchers who proposed or wrote about the subject, competing viewpoints, and any other pertinent information? Does the paper use an appropriate or required number of sources?

Additional Comments: \_\_\_\_\_  
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