



This is a graded discussion: 20 points possible

due Jan 24

Week 1: Read the Articles Discussion

Purpose

Learning to work with clients. Acquire knowledge and skills to support client interaction in project settings.

Directions

In the REPLY field at the bottom of this assignment, write a summary about two of the five WPFreelancer.com articles below.

Note: While many of the articles refer to websites, the same considerations apply to working with clients in all digital media fields.

Requirements

- Write a summary about two of the five articles below.
- Each summary must be a minimum of 150 words.
- Summarize, in your own words, two or three of the techniques that are mentioned in the article which help project teams interact more effectively with clients.

Articles

1. [Finding the Right Clients](http://wpfreelancer.info/business/finding-the-right-clients/) [\(http://wpfreelancer.info/business/finding-the-right-clients/\)](http://wpfreelancer.info/business/finding-the-right-clients/)
2. [From Contact to Contract](http://wpfreelancer.info/business/from-contact-to-contract/) [\(http://wpfreelancer.info/business/from-contact-to-contract/\)](http://wpfreelancer.info/business/from-contact-to-contract/)
3. [Show Me the Money: Getting Paid](http://wpfreelancer.info/business/getting-paid/) [\(http://wpfreelancer.info/business/getting-paid/\)](http://wpfreelancer.info/business/getting-paid/)
4. [Client Juggling: The Fine Art of Managing Multiple Projects](http://wpfreelancer.info/business/client-juggling-the-fine-art-of-managing-multiple-projects/) [\(http://wpfreelancer.info/business/client-juggling-the-fine-art-of-managing-multiple-projects/\)](http://wpfreelancer.info/business/client-juggling-the-fine-art-of-managing-multiple-projects/)
5. [Managing Client Relationships](http://wpfreelancer.info/business/managing-client-relationships/) [\(http://wpfreelancer.info/business/managing-client-relationships/\)](http://wpfreelancer.info/business/managing-client-relationships/)

Rubric

Points	Criteria
+3	Summarize first article.
+3	Use complete sentences and minimum of 150 words in first summary.
+3	Include minimum of two techniques in first summary.
+1	Meet all requirements above for first summary, plus exceed word count and technique count.

+3	Summarize second article.
+3	Use complete sentences and minimum of 150 words in second summary.
+3	Include minimum of two techniques in second summary.
+1	Meet all requirements above for second summary, plus exceed word count and technique count.

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