



15.280 Communication for Leaders
Reflection Report
[10% OF GRADE]

DETAILS OF ASSIGNMENT

You have done considerable work to improve your leadership communication skills this semester. To further understand and reflect on your work, please write a two-page report to your teaching team (Prof. Class and Lab TA) describing your progress as a strategic communicator as a result of this course. Support your Reflections with evidence from course readings and the feedback you received. Include an introduction and conclusion to your report as well as the following three parts:

Part I: What you accomplished this semester that made you a more mindful leader and strategic communicator.

Part II: A story that highlights a critical communication experience you have had this semester (for example, a time when you gave or received meaningful feedback, a moment when you gained insight about cross cultural communication).

Part III: Your specific and attainable leadership communication goals for your remaining time at MIT Sloan and beyond and how you plan to achieve them.

Further Details

- ✓ **Length:** Two pages.
- ✓ **Format:** Standard business format (12pt font, single-spaced, double-spaced between paragraphs).
- ✓ **Due:** No later than Tuesday, December 9th
- ✓ **Submission:** Via Canvas; include your Name, Cohort Team, Ocean on the 1st page

GRADING CRITERIA - 10% OF GRADE

1. **Strategy:** Does the Report effectively address each of the three parts and include introduction and conclusion?
2. **Structure:** Are the key points organized logically and clearly?
3. **Content:** Is the reflection rigorous and evidence sufficient to support your argument for how you have improved your leadership communication skills?
4. **Style and tone:** Is the language clear and concise; is the tone engaging; is grammar and punctuation correct?
5. **Document design:** Does the use of typography and headings guide the reader through document.

**We realize for a number of you English is not the first language you write in. Please know we take that into consideration when grading this assignment.*

Grading Rubric for Reflection Report

	Professional	Competent	Developing
Strategy	<ul style="list-style-type: none"> Teaching team can easily understand progress in 15.280 & goals for continued improvement (i.e., needs of readers met) 	<ul style="list-style-type: none"> Somewhat hard to discern progress made or goals for continued improvement (i.e., needs of readers only partially met) 	<ul style="list-style-type: none"> Difficult for team teaching to understand progress in 15.280 & goals for continued improvement (i.e., needs of readers not met)
Structure	<ul style="list-style-type: none"> Intro previews report & sets tone Transitions between sentences & between paragraphs explicit Conclusion restates important take away 	<ul style="list-style-type: none"> Intro doesn't preview report or set tone Transitions between some sentences and/or some paragraphs missing or difficult to grasp Conclusion trickles off without definitive end 	<ul style="list-style-type: none"> Intro abrupt—for example, report begins with 1 mode of communication instead of overview of all modes of communication practiced in 15.280 Transitions between sentences and/or paragraphs missing or unclear No conclusion to wrap up report
Content/ Evidence	<ul style="list-style-type: none"> Body contains detailed story about critical communication experience Goals for continued improvement concrete 	<ul style="list-style-type: none"> Story doesn't include all the details the reader needs to understand its connection to progress and/or goals Goals for continued improvement imprecise 	<ul style="list-style-type: none"> Story glossed over Goals at very high level of abstraction (e.g., "I want to be a better speaker")
Writing*	<ul style="list-style-type: none"> Sentences clear & concise Paragraphs coherent with 1 idea/paragraph Tone/style professional & engaging 	<ul style="list-style-type: none"> Some sentences long Some paragraphs contain more than 1 idea 	<ul style="list-style-type: none"> Structure of sentences makes it difficult for reader to understand text easily Most paragraphs contain more than 1 idea
Document Design	<ul style="list-style-type: none"> Best practices followed: subheads allow readers to see organization easily; bulleted lists used appropriately; lists conceptually & grammatically parallel Consistency in formatting of subheads & lists Few, if any, grammar, punctuation & spelling mistakes Standard business format used 	<ul style="list-style-type: none"> Only some best practices followed Some inconsistency in formatting of subheads or lists A few more grammar, punctuation & spelling mistakes Standard business format breached (e.g., double-spacing between sentences) 	<ul style="list-style-type: none"> Most best practices not followed Inconsistency in formatting of subheads and lists A number of grammar, punctuation & spelling mistakes Standard business format not employed
Mechanics	<ul style="list-style-type: none"> Adequately proofread 	<ul style="list-style-type: none"> Some mistakes found by readers that should have been caught 	<ul style="list-style-type: none"> Readers suspect document wasn't proofread