

Skill	Exceeds – 5	Meets – 3	Needs Revision – 1
Demonstrated Progress	<ul style="list-style-type: none"> Excellent progress has been made, clearly communicated to client Planning has incorporated key changes since original proposal to ensure success Timeline is referenced multiple times, with appropriate revisions suggested Team roles referenced multiple times, with appropriate revisions suggested All technical requirements have been met, acquired if necessary 	<ul style="list-style-type: none"> Some progress has been made, communicated Planning has incorporated some changes since original proposal Timeline is referenced at least once Team roles referenced at least once Some technical requirements have been met, acquired if necessary 	<ul style="list-style-type: none"> Little progress has been made, issues not communicated Planning has not incorporated any changes since proposal, lack of flexibility Timeline is not referenced Team roles not referenced Technical requirements have not been met
Analysis of Subject	<ul style="list-style-type: none"> Integrated detailed knowledge of proposal, development in a perfectly organized and accurate manner; articulated detailed knowledge of subject and demonstrated a strong understanding of the next steps required 	<ul style="list-style-type: none"> Integrated knowledge of proposal, development in a generally demonstrated a fair understanding of subject and the next steps required 	<ul style="list-style-type: none"> Did not integrate knowledge of proposal, development, or did so in a disorganized and inaccurate manner; not aware of next steps required
Team Vision	<ul style="list-style-type: none"> Responses convey a clear interest in subject, project Team working together with balanced workload Team roles clearly defined Team members convey positive attitude even if encountering setbacks 	<ul style="list-style-type: none"> Responses convey some interest in completing project Team members mostly positive, some frustration with setbacks Team somewhat working together, some roles defined Team work somewhat imbalanced 	<ul style="list-style-type: none"> Responses fail to convey an interest in developing the solution Team not working together Team roles and responsibilities unclear Imbalance in team work Team members not positive

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Style	<ul style="list-style-type: none"> All members participate equally to communicate ideas Speaking done clearly, articulately and audibly Avoidance of filler words such as “you know,” “like,” or “uh/um” Responds to client questions with no delay and certainty Provides balanced, thoughtful detail to support answers Body language – group conveys open and confident demeanour even when not speaking; maintains eye contact appropriately; no fidgeting/unnatural behaviour Attire is selected appropriately for a professional meeting Members are very neat and perfectly well groomed Hand and facial movements are comfortable, natural, relaxed 	<ul style="list-style-type: none"> Most members participate to communicate ideas Speaking done mostly clearly, articulately and audibly with a few issues 1-2 times using filler words such as “you know,” “like,” or “uh/um” Responds to client questions with limited delay or uncertainty Provides sufficient detail to support answers Body language – group usually conveys open and confident demeanour even when not speaking; maintains eye contact some of the time; sometimes appears to be fidgeting/unnatural Attire is casual; not necessarily professional attire Members are generally neat and well groomed Hand and facial movements are generally natural 	<ul style="list-style-type: none"> Limited participation by different team members Speaking not clear, not audible 3+ times using filler words such as “you know,” “like,” or “uh/um” Responds to client questions with delay and uncertainty Provides insufficient detail to support answers Body language – group conveys closed, lack of confident demeanour even when not speaking; avoids eye contact; frequently appears to be fidgeting/unnatural Attire is excessively formal or casual; not appropriate professional attire Members appear not to be well groomed, messy Hand and facial movements are awkward and unnatural
Overall Score /10			

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Format & Style	<ul style="list-style-type: none"> All group members participate equally to draft communication Proposal reflects outstanding professional presentation, strong design Sections clearly identified with headers, index Paragraphs used to communicate complete ideas using transition statements Sentences convey meaning using varied forms, tenor. Font, margins deployed perfectly Proper grammar and spelling is deployed perfectly, with no errors 	<ul style="list-style-type: none"> Most group members participate to draft communication The communication reflects some standards of professional presentation Sections generally identified, paragraphs are used in most places to communicate sections Full sentences are used in most areas to communicate thoughts Font, margins, salutation, signature generally correct Proper grammar and spelling is deployed, with few errors 	<ul style="list-style-type: none"> Communication drafted by a few/one member with insufficient input from group The communication reflects few standards of professional presentation, generally unprofessional Sections not properly identified, paragraphs are not used properly, or sections are unclear Sentences are incomplete or unclear Font, salutation, signature incorrect or unprofessional Grammar and spelling used improperly, multiple errors
Content & Analysis	<ul style="list-style-type: none"> Results of presentation clearly summarized Progress is clearly summarized Original proposal referenced multiple times with appropriate revisions suggested Clear evidence of final steps and good preparation for group presentation evident 	<ul style="list-style-type: none"> Results of presentation mostly summarized, some details missing or inaccurate Progress is generally summarized Original proposal referenced at least once Evidence of final steps and preparation for group presentation evident 	<ul style="list-style-type: none"> Results of presentation not referenced, missing or inaccurate Progress is not summarized properly Original proposal referenced not referenced Evidence of final steps and preparation for group presentation lacking
Overall Score /10			