

Skill	Exceeds – 5	Meets – 3	Needs Revision – 1
Format & Style	<ul style="list-style-type: none"> <li>• All group members participate equally to draft communication</li> <li>• Proposal reflects outstanding professional presentation, strong design</li> <li>• Sections clearly identified with headers, index</li> <li>• Paragraphs used to communicate complete ideas using transition statements</li> <li>• Sentences convey meaning using varied forms, tenor.</li> <li>• Font, margins deployed perfectly</li> <li>• Proper grammar and spelling is deployed perfectly, with no errors</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Most group members participate to draft communication</li> <li>• The communication reflects some standards of professional presentation</li> <li>• Sections generally identified, paragraphs are used in most places to communicate sections</li> <li>• Full sentences are used in most areas to communicate thoughts</li> <li>• Font, margins, salutation, signature generally correct</li> <li>• Proper grammar and spelling is deployed, with few errors</li> </ul>	<ul style="list-style-type: none"> <li>• Communication drafted by a few/one member with insufficient input from group</li> <li>• The communication reflects few standards of professional presentation, generally unprofessional</li> <li>• Sections not properly identified, paragraphs are not used properly, or sections are unclear</li> <li>• Sentences are incomplete or unclear</li> <li>• Font, salutation, signature incorrect or unprofessional</li> <li>• Grammar and spelling used improperly, multiple errors</li> <li>•</li> </ul>
Content & Analysis	<ul style="list-style-type: none"> <li>• Results of presentation clearly summarized</li> <li>• Progress is clearly summarized</li> <li>• Original proposal referenced multiple times with appropriate revisions suggested</li> <li>• Clear evidence of final steps and good preparation for group presentation evident</li> </ul>	<ul style="list-style-type: none"> <li>• Results of presentation mostly summarized, some details missing or inaccurate</li> <li>• Progress is generally summarized</li> <li>• Original proposal referenced at least once</li> <li>• Evidence of final steps and preparation for group presentation evident</li> </ul>	<ul style="list-style-type: none"> <li>• Results of presentation not referenced, missing or inaccurate</li> <li>• Progress is not summarized properly</li> <li>• Original proposal referenced not referenced</li> <li>• Evidence of final steps and preparation for group presentation lacking</li> </ul>
Overall Score /10			