**CLIENT RECOMMENDATION ASSIGNMENT EVALUATION**

**NAME(S) – Angela Abboud, Jordan Meade, DianaJean Tuquib, Yohanes Hailegiorgis**

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| **MARK VALUE** | **ORGANIZATION** | **CONTENT** | **MECHANICS** | **PRESENTATION STYLE** | **REFERENCES** |
| 4 | All parts included, organized appropriate to audience and purpose | Substantial content that thoroughly supports the main idea and purpose | Mastery of spelling, grammar, punctuation and sentence structure | Skillful use of a variety of methods to communicate message  effectively, including visuals | Entirely fulfills the established conventions of source referencing |
| 3 | Most parts included, logical and clear, appropriate to audience and purpose | Sufficient content that supports the main idea, but could benefit from additions | Control of grammar, spelling, punctuation and structure; errors are limited | Relatively effective use of a variety of tools to communicate message; few errors | Generally fulfills the established conventions of source referencing, some minor errors |
| 2 | Inconsistent or incomplete organization with little consideration for audience and purpose | Some relevant content related to main idea but limited development | Control of grammar, punctuation and spelling is sometimes evident; errors are frequent, but not severe enough to impede communication | Inconsistent use of tools to communicate message; disjointed presentation of ideas or lacking clarity in presentation | Partially fulfills the established conventions of source referencing, frequent errors in citations and/or references |
| 1 | Organization is not discernable; or is inadequate to convey meaning; or is lacking consideration of audience and purpose | Sparse content with little relevance or main idea is not developed | Errors are frequent; errors impede communication | Ineffective or non-existent use of tools to communicate message; presentation limited to information on slides | Does not fulfill the established conventions of source referencing  (if no references, cannot be marked) |
| **SCORE** | 4/4 | 4/4 | 4/4 | 4/4 | 3.5/4 |

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| **TOTAL MARK 19.5/20**  **COMMENTS - You have prepared an excellent presentation. All required aspects have been included and you have provided extensive information about your company, the client’s needs and how you plan to meet those needs through the product you are recommending. You have used a range of effective communication tools and your presentation is free of mechanical errors. You have indicated the sources for your work using proper IEEE style. The only small error that was made in some of the notes was the incorrect placement of the in-text citation relative to the period at the end of the sentence. Otherwise, this is a perfect exemplar for future assignments. Very well done!** |