

## IFB299 Peer Review of Product Marking Criteria

	Performance Standards				
	7	6	5	4	3 / 2 / 1
<b>Product Review</b>	Your product review				
<b>Organisation</b>	<ul style="list-style-type: none"> <li>accurately uses correct business letter format (heading, greeting introduction, body, closure, attachments).</li> </ul>	<ul style="list-style-type: none"> <li>almost accurately uses correct business letter format (heading, greeting introduction, body, closure, attachments).</li> </ul>	<ul style="list-style-type: none"> <li>mostly uses correct business letter format (heading, greeting introduction, body, closure, attachments).</li> </ul>	<ul style="list-style-type: none"> <li>has some errors in use of correct business letter format (heading, greeting introduction, body, closure, attachments).</li> </ul>	<ul style="list-style-type: none"> <li>has several noticeable errors in use of correct business letter format (heading, greeting introduction, body, closure, attachments).</li> </ul>
<b>Content</b>	<ul style="list-style-type: none"> <li>contains a meaningful discussion of all aspects of the demonstration (preparedness, expectations, technical and professionalism) either in the body or attachment(s).</li> <li>provides insightful feedback which is completely relevant to the product being developed.</li> <li>provides direct actionable suggestions for improvement.</li> <li>identifies important strengths in the product or team.</li> </ul>	<ul style="list-style-type: none"> <li>contains a meaningful discussion of almost all aspects of the demonstration (preparedness, expectations, technical and professionalism) either in the body or attachment(s).</li> <li>provides insightful feedback which is almost always relevant to the product being developed.</li> <li>provides fairly clear actionable suggestions for improvement.</li> <li>clearly identifies strengths in the product or team.</li> </ul>	<ul style="list-style-type: none"> <li>contains a meaningful discussion of most aspects of the demonstration (preparedness, expectations, technical and professionalism) either in the body or attachment(s).</li> <li>contains useful feedback which is relevant to the product being developed.</li> <li>provides actionable suggestions for improvement.</li> <li>identifies strengths in the product or team.</li> </ul>	<ul style="list-style-type: none"> <li>contains a meaningful discussion of some aspects of the demonstration (preparedness, expectations, technical and professionalism) either in the body or attachment(s).</li> <li>contains useful feedback which is mostly relevant to the product being developed.</li> <li>provides fairly clear suggestions for improvement.</li> <li>fairly clearly identifies strengths in the product or team.</li> </ul>	<ul style="list-style-type: none"> <li>contains a superficial discussion of some aspects of the demonstration (preparedness, expectations, technical and professionalism) either in the body or attachment(s).</li> <li>contains little useful feedback which is relevant to the product being developed.</li> <li>does not provide clear suggestions for improvement.</li> <li>does not identify strengths in the product or team.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>communicates in a clear, professional, coherent and concise manner.</li> <li>always uses appropriate language conventions and contains no grammatical or spelling errors.</li> </ul>	<ul style="list-style-type: none"> <li>mostly communicates in a clear, professional, coherent and concise manner.</li> <li>almost always uses appropriate language conventions and contains very few grammatical or spelling errors.</li> </ul>	<ul style="list-style-type: none"> <li>generally communicates in a clear, professional, coherent and concise manner.</li> <li>mostly uses appropriate language conventions and contains few grammatical or spelling errors.</li> </ul>	<ul style="list-style-type: none"> <li>sometimes communicates in a clear, professional, coherent and concise manner.</li> <li>mostly uses appropriate language conventions but contains some grammatical or spelling errors.</li> </ul>	<ul style="list-style-type: none"> <li>rarely communicates in a clear, professional, coherent and concise manner.</li> <li>does not use appropriate language conventions OR contains noticeable grammatical or spelling errors.</li> </ul>