

## Applying Interpersonal Communication: Developing a Confirming Climate

### Assignment Explanation:

- Student writes a 2 page memo. Note: memo should not surpass 2.5 pages.  
*Visit the Useful COMM Docs folder if you need a refresher on how to write a professional memo*
- Memo explains the plan you will take to establish a better climate (in the relationship if your choice).
  - Use information about confirming and disconfirming climates (pp. 204- 211) and guidelines for healthy climates (pp. 211-215) to write your memo
  - Student describes the relationship & it's room-for-improvement (current) climate
  - Student explains how he/she will improve the relationship by working on the climate.
  - *Share specific steps.*
  - Support your ideas with citations from the textbook.
- Cite textbook (or credible, college-level source) in-text and via memo footnote

### Better Relational Climate Memo Rubric

### Student Name:

Memo is clearly structured /3

Correct headings, spacing, etc.

Memo topic is introduced in 1<sup>st</sup> paragraph and reviewed in last para.

Memo is concluded (summary sentence and "signature")

Memo content is about building a better relational climate /7

Student *briefly* describes a current relationship and its need for a healthier climate

Student thoroughly identifies practical ways to improve the relationship's communication climate

Content is clear, concise, professional, and on-topic

Ideas are frontloaded (first sentence of each paragraph)

Correct APA style citations /3

Student cites textbook (or other credible, college-level source) in accurate in-text citing

Student cites textbook (or credible outside source) in a footnote using reference page style APA citing

Memo meets length expectations /2

Other feedback:

**Total Points Earned: /15**