

## Assignment Expectations

### ENG210 Phase 2 Individual Project

The following grading criteria will apply to this assignment:

<i>Develop a Communication Message.</i>	Points	Grading Criteria
	90–100	<b>Exceeds Expectations:</b> Relevant use of vocabulary and applied thorough response; Completely addresses the workplace issue and adapts the message appropriately and clearly to the intended audience. Learner demonstrated mastery skill/ exemplary competency of the task and objective(s).
	80–89	<b>Meets Expectations:</b> Demonstrates very good understanding, did not address all details in full. Missing some minor aspects. Learner demonstrated accomplished competency of the requirements of the task and objective(s).
	70–79	<b>Progressing:</b> Comprehension is not demonstrated in report. Work could be improved upon; key aspects are missing. Learner demonstrated developing competency by somewhat fulfilling the requirements of the task and objective(s).
	60–69	<b>Improvement Needed:</b> Work does not meet expectations. Comprehension is not demonstrated or relevant to topic. Learner did not completely fulfill the requirements of the task and/or the objective(s).
	< 60	<b>Unsatisfactory:</b> Minimal effort; does not demonstrate comprehension; missing relevant information. Learner did not fulfill the requirements of the task or meet the task objective(s).  Assignment was not submitted.
<i>Draft a Business Memo.</i>	Points	Grading Criteria
	90–100	<b>Exceeds Expectations:</b> Relevant use of vocabulary and applied thorough response; The assignment completely follows appropriate business memo format and shows unified and logical thought development.
	80–89	<b>Meets Expectations:</b> Demonstrates very good understanding, but missing some minor aspects. The assignment follows appropriate business memo format and shows unified thought development with occasional breaks in logic and cohesiveness.
	70–79	<b>Progressing:</b> Comprehension is not demonstrated in report. Work could be improved upon; key aspects are missing. The assignment follows appropriate business memo format generally and demonstrates general thought development but with breaks in logic and cohesiveness.
	60–69	<b>Improvement Needed:</b> Work does not meet expectations. Comprehension is not demonstrated or relevant to topic. The assignment fails to follow appropriate business memo format consistently and thought development is disorganized and underdeveloped.
	< 60	<b>Unsatisfactory:</b> Minimal effort; does not demonstrate comprehension; missing relevant information. Assignment completely fails to follow appropriate business memo format and thought development is extremely disorganized and is not developed.

		Assignment was not submitted.
<i>Organization and Writing Skills</i>	<b>Points</b>	<b>Grading Criteria</b>
	<b>45–50</b>	<b>Exceeds Expectations:</b> Assignment uses proper grammar, spelling, and mechanics consistently. Sources are appropriately identified/APA format is included when needed. Discussion shows unified thought development and critical thinking, organization is clear, and content is relevant. Focus shows completeness, main points are identified, ideas are developed, and introduction and conclusion add depth. Paper meets/exceeds the length requirement.
	<b>40–44</b>	<b>Meets Expectations:</b> Assignment uses proper grammar, spelling, and mechanics with minimal errors. Sources are identified/APA format is included when needed (may contain minimal errors). Organization is not always clear. Paper meets the length requirement; however, elaboration is suggested. Focus does not show completeness and ideas need to be developed more clearly.
	<b>35–39</b>	<b>Progressing:</b> Assignment contains errors in grammar, spelling, and mechanics. APA format may be included, but contains errors. Organization is present but not effective in all areas; key ideas and paragraphs may not be logically organized. Focus is not complete and ideas need to be developed more clearly. Critical thinking is not demonstrated through insightful and unique ideas.
	<b>30–34</b>	<b>Improvement Needed:</b> Assignment does not use proper grammar, spelling, and mechanics, which interferes with the discussion. Details, organization, and a thorough discussion are lacking or minimal. Sources are identified, but APA format is incorrect or interferes with the meaning. Critical thinking, focus, and development of ideas are not effective.
	<b>&lt; 30</b>	<b>Unsatisfactory:</b> Assignment does not use proper grammar, spelling, and mechanics. Details, focus, organization, and a thorough discussion are lacking. Sources are not identified (APA format is not included).  Assignment was not submitted.
<i>Assignment Grading Scale</i>	<b>Total Points</b>	<b>Assignment Grade</b>
	<b>225–250</b>	A
	<b>200–224</b>	B
	<b>175–199</b>	C
	<b>150–174</b>	D
	<b>&lt; 150</b>	F