

## Chapter 8 Communication Skills

### Discovery Project Evaluation Rubric

**Directions** Use the Self-Evaluation Guidelines below to assess the content of your Discovery Project. Rate your performance and give yourself a score for each criterion. Then give your answers and this completed Evaluation Rubric to your teacher to evaluate.

#### Self-Evaluation Guidelines

Exemplary (10–8 points)	Satisfactory (7–4 points)	Poor (3–0 points)
<ul style="list-style-type: none"> <li>• Includes all of the required content elements</li> <li>• Very well organized</li> <li>• All details provided</li> <li>• Logical conclusions supported by research</li> <li>• Presentation of findings extremely effective and/or appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Includes some of the required content elements</li> <li>• Well organized</li> <li>• Many general details provided</li> <li>• Conclusions somewhat logical and somewhat supported by research</li> <li>• Presentation of findings somewhat effective and/or appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Includes few or none of the required content elements</li> <li>• Disorganized</li> <li>• Few or no details provided</li> <li>• Conclusions illogical and not supported by research</li> <li>• Presentation of findings ineffective and/or inappropriate</li> </ul>

Criteria	Exemplary (10–8 points)	Satisfactory (7–4 points)	Poor (3–0 points)	Student Score	Teacher Score
<b>Content</b>					
Identification of audience, purpose, and subject					
Rationale for selection of written communication form					
Effectiveness of welcome statement					
Explanation and presentation of company information					
Explanation and presentation of job expectations					
Application of creative writing skills					
Proper use of grammar and language					
Logic and organization					
Explanation for addressing questions					
Effective presentation of rough draft					
<b>Total</b>					