

## Forms to be used in assessments:

### FORM 1 - Written Communication Assessment Tool

Student:	Course/Semester:	Instructor:
	Date:	Evaluator:

#### Authenticity

Document does not involve plagiarism	Y / N
Document demonstrates sensitivity to others work by providing references to the used information	Y / N

Please rate each item on a scale from 1 to 3; 1 indicating total disagreement and 3 indication total agreement with the item. If the item does not apply, please mark N/A.

#### Content and task fulfillment (critical issues and questions to be supplied by the course instructor)

	Rating
1. Document states the purpose	
2. Document fulfills the content expectations specified by the instructor (i.e., description of the issue, background information, key considerations, ending, etc.)	

#### Clarity and justification

3. Writing is precise/to the point	
4. Document sustains reader's attention	
5. Ideas are logically developed and justified	
6. Sentences and paragraphs are logically organized and connected	

#### Format

7. Document adheres to an appropriate format (e.g., memo, letter, report, e-mail, etc.)	
8. Document is accurately and professionally formatted specified by the instructor (i.e. adequate spacing between paragraphs, spacing, indentation and margins)	

#### Written business language proficiency

9. Document uses a range of advanced level formal vocabulary accurately	
10. Document uses business jargon/terminology	
11. Document is free from grammatical errors	
12. Language is audience appropriate (e.g. supervisor, customer, colleague, etc.)	

#### Information display (if applicable as requested by the instructor)

13. The information is displayed adequately with appropriate techniques (e.g., graphs, tables, figures)	
14. Information is presented clearly (e.g., clear titles, labels, appropriate values, notations)	
15. Displays are connected with the relevant ideas in the body of the document	

## FORM 2 – Oral Communication Assessment Tool

Student:	Course/Semester:	Instructor:
	Date:	Evaluator:

### Authenticity

Document does not involve plagiarism	Y / N
Document demonstrates sensitivity to others work by providing references to the used information	Y / N

Please rate each item on a scale from 1 to 3; 1 indicating total disagreement and 3 indication total agreement with the item. If the item does not apply, please mark N/A.

### Content

### Rating

1. The presentation begins in an attention getting manner that states the purpose.	
2. The plan of the presentation (outline and division of labor, if applicable) is clearly given.	
3. Focuses on critical issues and questions.	
4. There are detailed illustrations and/or examples.	

### Communication technologies

5. Slides are sufficient in number parallel with the presentation.	
6. Slides are easy to follow and free from errors.	

### Delivery

7. Material was presented in a well-connected manner.	
8. The presentation has an appropriate ending that connects to the overall purpose of the presentation.	
9. Presenter has appropriate attire.	
10. Presenter has appropriate body language and maintains eye contact with everyone in the audience	
11. Presenter has a lively manner using appropriate voice tone and volume.	
12. Presenter handles all questions with correct and relevant information.	
13. Presenter has acceptable language skills.	
14. Presenter is able to use his/her time efficiently.	

### Comments and Notes:

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## FORM 3 - Undergraduate Peer Evaluation Form

Name \_\_\_\_\_

Course/Semester \_\_\_\_\_

Team #/Name \_\_\_\_\_

Total Number of Meetings \_\_\_\_\_

Consider the entire team activity and for each team member respond to each statement on the scale below.

1	2	3	4	5
Completely disagree	Disagree	Neither agree nor disagree	Agree	Completely agree

	Team Member 1	Team Member 2	Team Member 3	Team Member 4	Team Member 5
<b>Names of team members</b>					
Attended meetings					
Came to meetings on time					
Notified others if couldn't attend					
Came to meetings prepared					
Participated in discussions					
Offered novel and useful insights					
Carried his/her own share of the team's work					
Contributed to defining individual roles and allocation of tasks					
Took part in setting team goals and agenda					
Assumed a leadership role in managing the team					
Listened to other members' opinions					
Appreciated other members' effort					
Has respect for other members and diversity					
Disturbed the smooth functioning of the team					
Took an active role in resolving conflicts					

Distribute 100 points among all of the group members including yourself. The sum of the grades you assign to all members must be <b>100</b> .						
Please <b>write</b> the reasons for your distribution of 100 points among the members, for <u>EACH</u> team member including yourself:						
<i>Yourself:</i>						
<i>Team Member 2:</i>						
<i>Team Member 3:</i>						
<i>Team Member 4:</i>						
<i>Team Member 5:</i>						