**Business Information Management II – Internal and External Communication**

**Assignment #2**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CATEGORY** | **20** | **15** | **10** | **5 or less** |
| Required Elements | All documents | Documents | 1 case study not | More than one |
|  | thoroughly | present for each | completed | case study not |
|  | present in great | case study |  | completed |
|  | detail for all case |  |  |  |
|  | studies |  |  |  |
|  |  |  |  |  |
| Formatting | All documents | 1 document | 2 documents | Documents not |
|  | formatted | contains | not formatted | formatted, may |
|  | properly and | formatting errors | properly | have one large |
|  | professionally |  |  | paragraph with |
|  |  |  |  | no line spacing |
|  |  |  |  |  |
| Mechanics | No documents | 1 document | 2 documents | 3 documents |
|  | contain grammar | contains 1-2 | contain at least | contain |
|  | or punctuation | grammar or | 2 grammar or | grammar or |
|  | errors | punctuation | punctuation | punctuation |
|  |  | errors | errors | errors |
|  |  |  |  |  |
| Sufficiency of | Excellent amount | Adequate | Little information | Some |
| Information | of information | amount of | provided in each | documents |
|  | provided in each | information in | document | missing, others |
|  | document | each document |  | incomplete |
|  |  |  |  |  |
| Related Content | All documents | All documents | 1-2 documents | None of the |
|  | more than | adequately | do not properly | documents |
|  | sufficiently | address the | address the | address the |
|  | address the | case study | scenario topics | scenarios |
|  | issues in the case | scenarios |  | correctly |
|  | studies |  |  |  |
|  |  |  |  |  |

Total Score \_\_\_\_\_\_\_\_

Maximum 100 Points