**Managerial Communications**

**Listening Report Assignment #2**

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

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| CATEGORY  | 20  | 14  | 7  | 1  |
| Organization  | Information is very organized with well-constructed paragraphs and subheadings.  | Information is organized with well‐constructed paragraphs.  | Information is organized, but paragraphs are not well constructed.  | The information appears to be disorganized.  |
| Quality of Information  | Information clearly relates to the main topic. It includes several supporting details and/or examples.  | Information clearly relates to the main topic. It provides one to two supporting details and/or examples.  | Information clearly relates to the main topic. No details and/or examples are given.  | Information has little or nothing to do with the main topic.  |
| Mechanics  | No grammatical, spelling, or punctuation errors.  | Almost no grammatical, spelling, or punctuation errors.  | A few grammatical, spelling, or punctuation errors.  | Many grammatical, spelling, or punctuation errors.  |
| Internet Use  | Successfully uses suggested Internet links to find information and navigates within these sites easily without assistance.  | Usually able to use suggested Internet links to find information and navigates within these sites easily without assistance.  | Occasionally able to use suggested Internet links to find information and navigates within these sites easily without assistance.  | Needs assistance or supervision to use suggested Internet links and/or to navigate within these sites.  |
| Amount of Information  | All topics are addressed and all questions answered with at least two sentences about each.  | All topics are addressed and most questions answered with at least two sentences about each.  | All topics are addressed, and most questions answered with one sentence about each.  | One or more topics were not addressed.  |

Maximum Points Possible: 100

Student Points: \_\_\_\_\_\_\_\_\_\_\_