

# Telephone Etiquette Grading Rubric

Partners: D. Joyner

| Category   | 4  | 3   | 2   | 1   |
|--|--|---|---|---|
| <b>Requirements</b>  | Presentation contains: Title slide, 16 tips, script and conclusion   | Presentation contains: Title slide, 10-15 tips, script and conclusion   | Presentation contains: Title slide, 6-9 tips, missing script or conclusion  | Presentation contains: Title slide, 0-5 tips, missing script or conclusion  |
| <b>Attractiveness</b>  | Presentation includes: graphics, animation, and transitions. Makes excellent use of font, color, graphics, effects, etc. to enhance the presentation | On required element was not completely met. Makes good use of font, color, graphics, effects, etc. to enhance the presentation. | Two requirements were not met. Makes use of font, color, graphics, effects, etc. but occasionally these detracted from the presentation and its content | Presentation does not include graphics, animation, or transitions. Use of font, color, graphics, effects etc. distracted the viewer |
| <b>Mechanics</b>   | No misspellings or grammatical errors.   | Three or fewer misspelled words and/or grammatical errors   | Four or five misspelled words and/or grammatical errors   | More than 5 errors in spelling or grammar.  |
| <b>Content</b>   | Covers topic in-depth with details and examples. Subject knowledge is excellent.   | Includes essential knowledge about the topic. Subject knowledge appears to be good.   | Includes essential information about the topic but there are 1-2 factual errors.  | Content is minimal OR there are several factual errors.   |
| <b>Organization</b>  | Content is well organized using headings or bulleted lists to group related materials.   | Uses headings or bulleted lists to organize, but the overall organization of topics appears flawed.                             | Content is logically organized for the most part - details lacking.   | There was no clear or logical organizational structure, just facts put on slides.   |
| Grade: Awesome Project. I would have loved to see some color inside of the presentation but you did great. You scripture was professional but be sure to check you grammatics. |  |   |   | 19/20 = 95%   |