**Team Building**

**Teamwork Newsletter Assignment #3**

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CATEGORY |  | 20 | |  |  |  |  |  | 14 | | | |  |  |  |  | 7 | | | | | | 1 | |  |
|  |  |  |  |  |  |  |  |  |
| Attractiveness & |  | The newsletter | | | | | |  | The newsletter | | | | | | | | The newsletter | | | | | | The newsletter's | |  |
| Organization |  | has exceptionally | | | | | |  | has attractive | | | | | | | | has well‐ | | | | | | formatting and | |  |
|  |  | attractive | | | | | |  | formatting and | | | | | | | | organized | | | | | | organization of | |  |
|  |  | formatting and | | | | | |  | well‐organized | | | | | | | | information. | | | | | | material are | |  |
|  |  | well‐organized | | | | | |  | information. | | | | | | | |  | | | | | | confusing to the | |  |
|  |  | information. | | | | | |  |  | | | |  |  |  |  |  | | | | | | reader. | |  |
| Graphics/Pictures |  | Graphics go well | | | | | |  | Graphics go well | | | | | | | | Graphics go well | | | | | | Graphics do not | |  |
|  |  | with the text and | | | | | |  | with the text, | | | | | | | | with the text, | | | | | | go with the | |  |
|  |  | there is a good | | | | | |  | but there are so | | | | | | | | but there are | | | | | | accompanying | |  |
|  |  | mix of text and | | | | | |  | many that they | | | | | | | | too few and the | | | | | | text or appear to | |  |
|  |  | graphics. | | | | | |  | distract from the | | | | | | | | brochure seems | | | | | | be randomly | |  |
|  |  |  | |  |  |  |  |  | text. | | | | | | | | "text‐heavy". | | | | | | chosen. | |  |
| Content ‐ |  | All facts in the | | | | | |  | 99‐90% of the | | | | | | | | 89‐80% of the | | | | | | Fewer than 80% | |  |
| Accuracy |  | newsletter are | | | | | | facts in the | | | | | | | | | facts in the | | | | | | of the facts in the | |  |
|  |  | accurate. | | | | | | newsletter are | | | | | | | | | newsletter are | | | | | | newsletter are | |  |
|  |  |  | |  |  |  |  | accurate. | | | | | | | | | accurate. | | | | | | accurate. | |  |
|  |  |  | |  |  |  |  |  |  | | | |  |  |  |  |  | | | | | |  | |  |
| Writing ‐ |  |  | |  |  |  |  |  |  | | | |  |  |  |  | There are one to | | | | | | There are several | |  |
|  | There are no |  | | | |  | There are no | | |  | | | |  |
| Grammar |  | grammatical |  | | |  |  |  | grammatical | | |  | | |  |  | two grammatical | | | | | | grammatical | |  |
|  |  | mistakes in | the | | | |  |  | mistakes in | | | the | | | |  | mistakes in the | | | | | | mistakes in the | |  |
|  |  | newsletter. | |  | | |  |  | newsletter. | | | |  | | |  | newsletter. | | | | | | newsletter. | |  |
|  |  |  | | | | | |  |  | | | | | | | |  | | | | | |  | |  |
| Writing ‐ |  | Each section in | | | | | |  | Almost all | | | | | | | | Most sections of | | | | | | Less than half of | |  |
| Organization |  | the newsletter | | | | | |  | sections of the | | | | | | | | the newsletter | | | | | | the sections of | |  |
|  |  | has a heading. | | | | | |  | newsletter have | | | | | | | | have a clear | | | | | | the newsletter | |  |
|  |  |  | |  |  |  |  |  | a heading. | | | | | | | | heading. | | | | | | have a clear | |  |
|  |  |  | |  |  |  |  |  |  | | | |  |  |  |  |  | | | | | | heading. | |  |
|  |  |  | |  |  |  |  |  |  | | | |  |  |  |  |  | | | | | |  | |  |
| Maximum Points Possible: 100 | | | | | | | | | |  |  | | | | | | |  |  |  |  |  | |  | | |  |
| Student Points: \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |  | | | | | | |  |  |  |  |  | |  | | |  |

