

BCM 247
Lab Exam 2 – Negative Messages

Evaluation Form

Organization and Content (60 points)

Organization: (30 points)	Neutral Opening (5)	_____
	Sufficient explanation (10)	_____
	Decision (5)	_____
	Counterproposal/Alternative (5)	_____
	Close (5)	_____
Content: (10 points)	Message Clarity, Style, Creative	_____
Format: (20 points)	Appropriate format	_____

Mechanics (40 points)

Major Areas: (18 points)	Coherence of paragraphs – flow (6)	_____
	Fragmentary/Run on sentences (6)	_____
	Punctuation (6)	_____
Intermediate Areas: (14 points)	Coherence of sentences (4)	_____
	Spelling (4)	_____
	Conciseness (4)	_____
	Awkward construction (2)	_____
Minor Areas: (8 points)	Pronoun reference (4)	_____
	Tact, polite, etc. (4)	_____

Total Points Earned

