

## Written Report Rubric for Intercultural Presentation

<b>Country</b> _____	<b>Company</b> _____
Name _____	Total points _____
Name: _____	
Name: _____	
Name: _____	
____. Title Page (10 points)	____. Table of Contents (5 points) page ii
____ Team members name and date	____ Table of contents present
____ My name	____ Appropriate sections identified
____ Course and section	____ Page numbers correct
____ Title of report	____ Alternating period and spaces
____ Graphic	____ Professional appearance
____ Picture of Headquarters	
____ Website listed	
1. Introduction (10 points) starts on page 1	
____ Discusses background of paper	
____ Discusses the dual purposes of paper	
2. Company Overview (15 points)	
____ CEO identified	
____ Board of Directors identified DO NOT LIST THE PEOPLE GIVE ME DIVERSITY	
____ Other stakeholders identified	
____ Gender/diversity discussed	
3. History of the Organization (10 points)	
____ Described	
____ Identified	
4. Code of Ethics (10 points)	
____ Discusses the principles	
____ Changes to code	
____ Ethical concerns	
5. Mission Statement Goals Objectives (10 points)	
____ Discusses company's mission	
____ Where it was found	
____ Goals explained	
6. Social Responsibility (15 points)	
____ Company's approach	
____ Corp. giving/Community relations	
____ Discussion/listing of activities	

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7. Corporate culture (15 points)	
policies, procedures,	
benefits	
green/sustainability efforts very important	
unique employee or customer programs\	
8. Other (team needs to place something here) 10 points	
other	
9. Business related communication patterns (10 points)	
Presented and discussed in detail	
Source cited	
10. Business customs (10 points)	
Presented and discussed in detail	
Source cited	
11. Negotiations between companies (5 points)	
Presented and discussed in detail	
Source cited (if possible on this one)	
12. Conflict/conflict resolutions techniques (10) points	
Presented and discussed in detail	
Source cited	
13. Time/Personal Space (10 points)	
Presented and discussed in detail	
Source cited	
14. Nonverbal (15 points)	
Presented and discussed in detail	
Source cited	
Examples given	
15. Gift Giving (10 points)	
Presented and discussed in detail	
Source cited	
16. Weather/climate (5) points	
Presented and discussed in detail	
17. Holidays public/religious (10 points)	
Presented and discussed in detail	
Source cited	

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18. Family life/education opportunities (15 points)
Presented and discussed in detail
Source cited
19. View on Americans (10 points)
Presented and discussed in detail
Source cited
20. Gender roles (10) points
Presented and discussed in detail
Source cited
21. An item that team wants to include but not listed above (10 points)
Presented and discussed in detail
Source cited
22. Summary/Conclusions (10) points
Detailed
Personal conclusions
23. Bibliography/Foot/Endnotes (separate page) (10 points )
At least 8 sources
Proper use of footnotes/endnotes
Correct Reference style
Sequential order
Paper was supported by in-text citing/sourcing
-- . Mechanics (15 points)
Max 30 pages of CONTENT <b>Single Spaced blank line between paragraphs</b>
Left justified
Pages numbered
Section are numbered to match rubric in same order
Paper is bound
Inch margins
Other grammar issues (speak in third person)