

Business Meeting Participation Rubric – 15 Points

Team: _____

Section: _____

5 = Excellent; 4 = Very Good; 3 = Good; 2 = Improvement Needed; 1 = Minimal Effort			
Participant's Name	You provided meaningful contributions with good introductory, transitional, and summarizing statements. Your contribution to the success of the meeting is obvious; your content was relevant.	Your nonverbal communication contributed to a welcoming, professional roundtable—you look approachable; you assist others with a smile and encouragement.	You asked clarifying questions, provided comments, or made references to the contributions of others.

Key: F = Fillers G = Gestures/Smile C = Comment/Connecting Statement ? = Question
 E = Eyes P = Professionalism/Energy S = Summary Statement R = Response

- Insert Names of Members into form after assigning teams
- Assign students to teams of five to seven – one team is to group by intended major
- Use key to evaluate individual students during the final round table and then transfer to grading rubric