

My Favorite Assignment

Grading Rubric

Another Piece of the Teaching Pie: Team Communication and Your University's Favorite Pizzeria

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Teammates share a grade

New business announcement communication

Gain attention

Deliver announcement

Provide details

Call to action

State goodwill

Convey a positive tone

Congratulatory note

Display happiness and joy

Use a positive tone

Validate the accomplishment or milestone

Express confidence in the future).

Email

Informative, enticing subject line

Greeting

Closing

Signature

General

Readability (white space, bulleted lists, bold, italics)

Use of company logo, address

Audience analysis

5W's (who, what, when, where and why)