

## MGT 210: BUSINESS COMMUNICATION

### IN-CLASS ASSIGNMENT MARKING SCHEME (PART I)

#### CONTENT AND COVERAGE (5%)

Grade	Mark Range	Descriptors
A+	4.5 - 5.0	<ul style="list-style-type: none"> <li>• Very clear main and supporting ideas in each section</li> <li>• Very comprehensive details in all sections</li> <li>• Completely logical, structured and easy to understand</li> <li>• Rigorous analysis and in-depth discussion</li> <li>• Excellent presentation of information in a reader-friendly way</li> </ul>
A	4.0 - 4.4	<ul style="list-style-type: none"> <li>• Sufficient clarity in main and supporting ideas in each section</li> <li>• Sufficient details provided in all sections</li> <li>• Clear logic and a good structure but not unique</li> <li>• Good analysis and discussion of relevant issues</li> <li>• Good presentation of information</li> </ul>
B	3.5 - 3.9	<ul style="list-style-type: none"> <li>• Useful main ideas and some relevant supporting ideas in each section</li> <li>• Some relevant details but not comprehensive enough</li> <li>• A basic structure but not always logical and easy to follow</li> <li>• Some good analysis but discussion lacks depth to some extent</li> <li>• Good presentation of information with slight inconsistencies</li> </ul>
C	3.0 – 3.4	<ul style="list-style-type: none"> <li>• Main and supporting ideas are somewhat relevant but uninteresting</li> <li>• Details lack elaboration but do not completely affect the meaning</li> <li>• A basic but clumsy structure affecting development of key points</li> <li>• Analysis is relevant but lacks depth</li> <li>• Reasonable presentation of information with noticeable inconsistencies</li> </ul>
D	2.5 – 2.9	<ul style="list-style-type: none"> <li>• Relevance of main and supporting ideas is somewhat questionable</li> <li>• Details are incomplete but with sufficient key points to deliver the meaning</li> <li>• Although sense of structure is unclear, logic is not seriously affected</li> <li>• Weak analysis and discussion of issues</li> <li>• Acceptable presentation of information with noticeable inconsistencies</li> </ul>
F	Below 2.5	<ul style="list-style-type: none"> <li>• Great irrelevance of main and supporting ideas</li> <li>• Incomplete and confusing details</li> <li>• An unclear and weak structure without much logic</li> <li>• Very weak or no analysis of issues</li> <li>• Scanty presentation of information with many inconsistencies</li> </ul>

## IN-CLASS ASSIGNMENT MARKING SCHEME (PART II)

### LANGUAGE AND EXPRESSION (5%)

Grade	Mark Range	Descriptors
A+	4.5 - 5.0	<ul style="list-style-type: none"> <li>• Completely appropriate use of grammar</li> <li>• Very careful choice of words</li> <li>• Very balanced and clear sentence structures</li> <li>• Excellent development of paragraphs</li> <li>• Very fluently written</li> </ul>
A	4.0 - 4.4	<ul style="list-style-type: none"> <li>• Appropriate use of grammar and very minor errors</li> <li>• Good variety and choice of words</li> <li>• Standard sentence structures which are usually complete</li> <li>• Clear development of paragraphs</li> <li>• Sufficient fluency in the expression</li> </ul>
B	3.5 - 3.9	<ul style="list-style-type: none"> <li>• Fairly good control of grammar with some errors</li> <li>• Reasonable choice of words but lacks variety</li> <li>• Standard sentence structures but not always complete</li> <li>• Above average paragraphing with minor inconsistencies</li> <li>• Generally fluent but not unique in style</li> </ul>
C	3.0 – 3.4	<ul style="list-style-type: none"> <li>• Average control of grammar with spelling and other errors occasionally</li> <li>• Word choice is fairly limited but sufficient to convey meanings</li> <li>• Average sentence structures but not always logical</li> <li>• Paragraphing is somewhat inconsistent with different lengths</li> <li>• Basic fluency with occasional awkward expressions</li> </ul>
D	2.5 – 2.9	<ul style="list-style-type: none"> <li>• Some control of grammar but with obvious spelling, punctuation and other errors</li> <li>• Limited word choice with examples of wrong usage</li> <li>• Sentences generally not well constructed affecting the meaning to some extent</li> <li>• Inconsistent paragraphing at times but the general message is not completely lost</li> <li>• Fluency is below average due to inappropriate expressions</li> </ul>
F	Below 2.5	<ul style="list-style-type: none"> <li>• No control over grammar; errors prevail throughout</li> <li>• Very limited word choice with frequent wrong usage</li> <li>• No sense of sentence construction</li> <li>• Poor paragraphing affecting meaning of the message</li> <li>• Many clumsy and illogical expressions</li> </ul>