

Name: \_\_\_\_\_

## Employability Skills Area: Workplace Effectiveness

### Assignment Name: Doubling Your Effectiveness in the Workplace

Watch the video found at this link:

<http://www.youtube.com/watch?v=9EZ5XD55q6E&list=PLsN13PuQFeO3hynuM00pzwwH-gqtrZ3fK&index=39>

Typed reflection (150 word minimum) on the most important details from the video, how can you apply this to a job/club/class that you are in. See rubric for guidelines for grading purposes related to your writing.

#### 5 POINT SCORING RUBRIC FOR 6 TRAITS

	5	4	3	2	1
<b>IDEAS</b>  Content Examples/Details Development	<ul style="list-style-type: none"> <li>• Focused, interesting main idea</li> <li>• Strong, relevant, specific examples</li> <li>• Insightful details fit audience/purpose</li> <li>• Thorough explanation of the topic</li> </ul>	<ul style="list-style-type: none"> <li>• Easily understandable main idea</li> <li>• Effective examples</li> <li>• Original details but some may be general</li> <li>• Appropriate explanation of the topic</li> </ul>	<ul style="list-style-type: none"> <li>• Identifiable main idea</li> <li>• Supporting examples developing but limited</li> <li>• Predictable details</li> <li>• Reasonably clear topic but simplistic or basic</li> </ul>	<ul style="list-style-type: none"> <li>• Main idea beginning but unclear</li> <li>• Few or irrelevant examples</li> <li>• Insufficient details</li> <li>• Development minimal; topic not focused; too broad</li> </ul>	<ul style="list-style-type: none"> <li>• Lacks central idea</li> <li>• No clear examples; random thoughts</li> <li>• Extremely limited/unclear details</li> <li>• No sense of purpose; too short</li> </ul>
<b>ORGANIZATION</b>  Structure Sequence Connections	<ul style="list-style-type: none"> <li>• Structure enhances ideas; inviting introduction and satisfying conclusion</li> <li>• Effective, creative sequencing</li> <li>• Smooth, effective transitions</li> <li>• Reader moves easily through the text</li> </ul>	<ul style="list-style-type: none"> <li>• Clear, developed beginning, middle, and end</li> <li>• Logical sequencing</li> <li>• Transitions tie ideas together</li> <li>• Flow of ideas is controlled</li> </ul>	<ul style="list-style-type: none"> <li>• Identifiable beginning, middle, and end</li> <li>• Sequencing logical but may be formulaic</li> <li>• Transitions present but some may be common</li> <li>• Flow of ideas may be slow or choppy</li> </ul>	<ul style="list-style-type: none"> <li>• Structure is difficult to follow</li> <li>• Attempts sequencing</li> <li>• Ineffective or overused transitions</li> <li>• Reader is forced to reread</li> </ul>	<ul style="list-style-type: none"> <li>• Fails to provide beginning, middle, and end</li> <li>• Lacks sequencing or direction</li> <li>• Lacks transitions</li> <li>• Pace drags; reader frequently confused</li> </ul>
<b>CONVENTIONS</b>  Mechanics Grammar/Usage Editing	<ul style="list-style-type: none"> <li>• Strong, effective control of mechanics enhances readability</li> <li>• Spelling is correct even of more difficult words</li> <li>• Punctuation, capitalization, and paragraphing are effective</li> <li>• Grammar and usage are consistently correct</li> <li>• Needs almost no editing</li> </ul>	<ul style="list-style-type: none"> <li>• Errors are few and do not interfere with readability</li> <li>• Spelling is usually correct</li> <li>• Punctuation, capitalization, and paragraphing are sound with few errors</li> <li>• Few grammar and usage errors do not distort meaning</li> <li>• Needs little editing</li> </ul>	<ul style="list-style-type: none"> <li>• Reasonable control of mechanics but limited errors may affect readability</li> <li>• Spelling of common words is usually correct</li> <li>• Punctuation, capitalization, and paragraphing are attempted but not always correct</li> <li>• Occasional grammar and usage errors may distort meaning at times</li> <li>• Needs moderate editing</li> </ul>	<ul style="list-style-type: none"> <li>• Errors in some areas of mechanics impede readability</li> <li>• Spelling errors are frequent</li> <li>• Punctuation, capitalization, and paragraphing are ineffective or distracting</li> <li>• Frequent grammar and usage errors show limited knowledge of rules</li> <li>• Needs significant editing</li> </ul>	<ul style="list-style-type: none"> <li>• Numerous errors make reading difficult</li> <li>• Spelling errors numerous even of common words</li> <li>• Punctuation, capitalization, and paragraphing are often missing or incorrect</li> <li>• Grammar and usage errors are excessive and affect meaning</li> <li>• Needs extensive editing</li> </ul>

**Megan Schminky**  
**Introduction to Business Technology**  
**Haskin—3<sup>rd</sup> Period**

100/100

This kind of takes the rubric out of play, but your information is so good that I will approve the modification. I am glad that you found such good information and how you would apply it to a passion in your life.

Mr. Haskin, I hope that you will accept my document this way. I really liked the assignment and as I researched the information, I found it so valuable to share with my classmates in Drama. If I need to change to a paragraph form, I will. The video was good, but more importantly, it got me thinking about effectiveness.

### Message Construction

- Can construct effective informative presentations (in various media)
- Can construct effective persuasive messages (in various media)
- Able to use a variety of message forms
- Able to design messages strategically - adapted to various audiences
- Able to link goals to message construction
- Trained in designing persuasive campaigns
- Can construct policy making cases and arguments
- Effective oral communication skills (in various media)
- Effective written communication skills (in various media)
- Strong abilities in layout and visual presentation of messages (print, video, web)
- Strong research skills for developing supporting materials for reports, presentations, etc.
- Experienced at critiquing and coaching others in communication skills
- Can critically evaluate message effectiveness in various contexts
- Knowledgeable in the design of training programs

### Interpersonal / Organizational Skills

- Effective group communication and teamwork skills
- Knowledgeable in group decision-making techniques
- Knowledgeable of conflict management techniques
- Skilled/experienced in managing conflict, building teams, etc.
- Strong interpersonal skills
- Experienced in working in teams
- Experienced in leading \ coordinating complex activities (e.g. directing a play, managing a radio station, producing a cable TV show, managing a large service project, etc.)
- Listening for a variety of purposes (for information, empathy, support, criticism, etc.)
- Reasoning logically and critically
- Aware of the influence of non-verbal elements of communication

### Performance Ability

- Effective oral communication skills (in various media)
- Effective written communication skills (in various media)
- Skilled \ experienced [ actor, director, designer, announcer, editor, photographer, copywriter, public speaker, etc. ]
- Scriptwriting experience
- News gathering, news writing experience.
- Sales / marketing experience

### Personal

- organized, self-motivated, people-oriented, goal driven, energetic