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| **Unit Code:** BUS101 **Unit Name:** Business Communication **Assessment Task:** Item 2b – Written Communication Report**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Grade: \_\_\_\_\_\_/ 10** |
| **Grade** | **>=85%** | **75-84%** | **65-74%** | **50-64%** | **<50%** | **Grade** |
| **ULOa** |  |
| Demonstrate understanding and application of formal written report business communication principles and concepts |  **Marks** | **Marks** | **Marks** | **Marks** | **Marks** | **/3** |
| Demonstrates excellent understanding of communication format elements | Demonstrates very good understanding of communication format elements | Demonstrates fair understanding of communication format elements | Demonstrates minimal understanding of communication format elements | Demonstrates inadequate understanding of communication format elements |  |
| **ULOb** |  |
| Demonstrate knowledge in preparing strategic, policy and risk related information for formal reports  |  **Marks** | **Marks** | **Marks** | **Marks** | **Marks** | **/2** |
| Excellent synthesis of information into an appropriate format | Very good synthesis of information into an appropriate format | Good synthesis of information into an appropriate format | Basic synthesis of information into an appropriate format | Inadequate synthesis of information into an appropriate format |  |
| **ULOd** |  |
| Demonstrate application of skills required to produce professionally written reports |  **Marks** | **Marks** | **Marks** | **Marks** | **Marks** | **/3** |
| Demonstrates excellent skills in producing professional reports | Demonstrates very good skills in producing professional reports | Demonstrates good skills in producing professional reports | Demonstrates basic skills in producing professional reports | Demonstrates inadequate skills in producing professional reports |  |
| **ULOf** |  |
| Demonstrate ability to prepare written professional information for business meetings  |  **Marks** | **Marks** | **Marks** | **Marks** | **Marks** | **/2** |
| Demonstrates excellent grasp of report purpose | Demonstrates very good grasp of report purpose | Demonstrates good grasp of report purpose | Demonstrates basic grasp of report purpose | Demonstrates inadequate grasp of report purpose |  |
| **Additional Marker Comments** |  | **Final Grade** |
| **/ 10** |