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

Discussion Question Assessment 2-1

Objective: Develop the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples

1. What does initiative mean to you? Describe how you can demonstrate initiative in your classes. How can you demonstrate initiative in achieving your goal of becoming an administrative professional? Create a list of ways a new employee can demonstrate initiative to his or her supervisor.

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| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | 0 |
| Explanation | Fully explains with three pieces of supporting evidence or examples | Fully explains with two pieces of  supporting evidence | Explained with two pieces of supporting evidence or one or more pieces of supporting evidence with minor errors (1 – 2) | Explained with one or more pieces of supporting evidence with major errors (1 – 2) | No attempt |

2. Explain what you can do to make a positive first impression in a business situation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 | 0 |
| Explanation | Fully explains with three pieces of supporting evidence or examples | Fully explains with two pieces of  supporting evidence | Explained with two pieces of supporting evidence or one or more pieces of supporting evidence with minor errors (1 – 2) | Explained with one or more pieces of supporting evidence with major errors (1 – 2) | No attempt |