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

Discussion Question Assessment Chapter 9-1

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

1. Verbal communication skills are important for me to have as an administrative professional (give several reasons)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 3 | 2 | 1 | 0 |
| Relevant Facts | explanations in own words using 3 facts from | explanations in own words using 2 facts from text | Explanation mostly copied or no facts from text | No facts |
| Details/Relationships/  Examples  Relate to self/text/other situations | There are a minimum of 3 specific details and/or relationships and/or examples | There are a minimum of 2 specific details and/or relationships and/or examples | There are a minimum of 1specific details and/or relationships and/or examples | There are no details/  relationships and/or examples |
| Mechanics | 1 – 2 errors | 3 – 4 errors | 4 – 5 errors | More than 5 errors |

2. How is listening different from hearing and how can you be an active listener?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 3 | 2 | 1 | 0 |
| Relevant Facts | explanations in own words using 3 facts from | explanations in own words using 2 facts from text | Explanation mostly copied or no facts from text | No facts |
| Details/Relationships/  Examples  Relate to self/text/other situations | There are a minimum of 3 specific details and/or relationships and/or examples | There are a minimum of 2 specific details and/or relationships and/or examples | There are a minimum of 1specific details and/or relationships and/or examples | There are no details/  relationships and/or examples |
| Mechanics | 1 – 2 errors | 3 – 4 errors | 4 – 5 errors | More than 5 errors |

3. Describe some messages body language sends.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 3 | 2 | 1 | 0 |
| Relevant Facts | explanations in own words using 3 facts from | explanations in own words using 2 facts from text | Explanation mostly copied or no facts from text | No facts |
| Details/Relationships/  Examples  Relate to self/text/other situations | There are a minimum of 3 specific details and/or relationships and/or examples | There are a minimum of 2 specific details and/or relationships and/or examples | There are a minimum of 1specific details and/or relationships and/or examples | There are no details/  relationships and/or examples |
| Mechanics | 1 – 2 errors | 3 – 4 errors | 4 – 5 errors | More than 5 errors |