

WRITTEN ASSIGNMENT FEEDBACK SHEET

Student / Team Name(s)	Date
Course BUS 663 – Managing New Ventures	Assignment

Content/Development (70%)

<p><i>Subject Matter -- (50%)</i></p> <ul style="list-style-type: none"> • Key elements of assignments covered • Content is comprehensive/accurate/persuasive • Displays an understanding of relevant theory • Major points supported by specific details/samples • Research is adequate/timely • Writer has gone beyond textbook for resources 	
<p><i>Higher-Order Thinking -- (20%)</i></p> <ul style="list-style-type: none"> • Writer compares/contrasts/integrates theory/subject matter with work environment/experience • At an appropriate level, the writer analyzes and synthesizes theory/practice to develop new ideas and ways of conceptualizing and performing 	

Organization (20%)

<ul style="list-style-type: none"> • The introduction provides a sufficient background on the topic and previews major points • Central theme/purpose is immediately clear • Structure is clear, logical and easy to follow • Subsequent sections develop/support the central theme • Conclusion/recommendations follow logically from the body of the paper 	
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Style/Mechanics (10%)

<p><i>Format</i></p> <ul style="list-style-type: none"> • Citations/reference page follow guidelines • Properly cites ideas/info from other sources • Paper is laid out effectively -- uses, headings and other reader-friendly tools • Paper is neat/shows attention to detail <p><i>Grammar/Punctuation/Spelling</i></p> <ul style="list-style-type: none"> • Rules of grammar, usage, punctuation are followed • Spelling is correct <p><i>Readability/Style</i></p> <ul style="list-style-type: none"> • Sentences are complete, clear, and concise • Sentences are well-constructed with consistently strong, varied structure • Transitions between sentences/paragraphs/sections help maintain the flow of thought • Words used are precise and unambiguous • The tone is appropriate to the audience, content, and assignment 	
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Comments / Grade

Mark: _____

Grade: _____

ORAL PRESENTATION FEEDBACK SHEET

Student / Team Name(s)	Date
Course BUS 663 – Managing New Ventures	Assignment

Content (50%)

<ul style="list-style-type: none"> Presentation content clearly follows the written paper upon which it is based (if applicable) Topic is relevant and addresses assignment specifications Content presented is comprehensive, accurate, and believable Key points are noted Topic is researched adequately 	
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Organization/Structure (20%)

<ul style="list-style-type: none"> Presentation is well-organized, clear, and effectively structured If this is a team presentation, is it integrated rather than being a disjointed series of individual presentations There is an introduction to gain the audience's attention and explain the purpose of the presentation 	
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Style/Presentation/Appearance (10%)

<ul style="list-style-type: none"> Dress and grooming are appropriate to the setting Non-verbal cues/gestures are appropriate to presentation and flow of ideas Content knowledge/confidence are evident Time was used well/not rushed 	
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Use of Visual Aids (10%)

<ul style="list-style-type: none"> Visual aids are used where appropriate Visual aids are appropriately professional given the presentation's context They are easy to see/read Media are used correctly -- i.e.; overheads, videos, computer generated slides, charts, etc. Visual aids contribute to the overall effectiveness of the presentation 	
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Audience Participation (10%)

<ul style="list-style-type: none"> The presenter(s) involved the audience and solicited feedback Questions from the audience are effectively addressed and answered correctly 	
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Adherence to Time Limit (Minus Overall Marks)

<ul style="list-style-type: none"> The presenter(s) stayed within the allotted time limit (Failure to do so may result in a deduction of points) 	
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Comments / Grade

MARK: _____

GRADE: _____