University of Phoenix Material

Grading Rubric for Week6 Learning Team Project – Executive Summary

Presentation - Content and Development 2 Points	Points Earned
All key elements of the assignment are covered in a substantive way. **Build** 10-slide multimedia-rich slide Microsoft® PowerPoint® presentation of a project overview. **Include** a high level summary of your Learning Team's plan and project deliverables. **Use** the following guidelines when writing an executive summary: • Present the major points in the same order they are written in the report. • Summarize the results, conclusions, or recommendations made in the report. • Write headings, as needed, for clarity, but word headings differently from the headings used in the report.	Additional Comments:
The content is summarized, accurate, and informative.	
The presentation develops a central theme or idea, directed toward the appropriate audience.	
The presentation links content to the paper and uses the vocabulary of the theory correctly.	
Major bulleted points are stated clearly; are supported by specific details, examples, or analysis; and are organized logically.	
The introductory slide provides sufficient	

background on the topic and previews major points.	
The conclusion slide is logical, flows from the body of the paper, and reviews the major points.	
Readability and Style **1 Point**	**Points Earned**
Slides transitions are present, logical, and maintain the flow throughout the presentation.	Additional Comments:
The tone is appropriate to the content and assignment.	
Statements are complete, clear, and concise.	
Statements are well constructed, with consistently strong, varied statements.	
Slide transitions are present and maintain the flow of thought. Use the **Notes** section, if necessary or applicable to achieve this transition.	
Mechanics **1 Point**	**Points Earned**
The presentation, including tables and graphs, headings, title page, and reference page, is consistent with APA guidelines and meets course-level requirements.	Additional Comments:
Intellectual property is recognized with in-text citations and a reference page.	
The presentation is laid out with effective use of headings, font styles, and white space.	
Rules of grammar, usage, and punctuation are followed.	
Statements are complete, clear, concise, and varied.	
Spelling is correct.	
Total **4 Points**	**Points Earned**
Overall Comments:	