



ASSIGNMENT CHECKLIST COMMUNICATION

Reflect upon the planned assessment/assignment to be used for CCA and review the **Communication** elements expected of students to demonstrate competence as part of the assessment/assignment.

The following are examples of content and constructs related to the core learning objective of **Communication** that are expected in the final artifact produced by students:

FOCUS/CENTRAL IDEA

- Does the assignment prompt students to develop a clear central idea?
- Is the central idea targeted to an appropriate audience?
- Does the assignment emphasize the importance of addressing and presenting the central idea adequately?

ORGANIZATION & DEVELOPMENT/LOGICAL NARRATIVE

- Does the assignment require students to construct a consistently logical narrative?
- Are students encouraged to create a highly effective narrative?
- Does the assignment guide students to maintain logical flow and coherence?

STYLE & SENTENCE STRUCTURE/SOPHISTICATION & ACCURACY

- Does the assignment encourage students to use sophisticated, accurate, and effective style and sentence structure?
- Are students prompted to ensure their media or materials are used accurately and effectively?
- Does the assignment address the importance of style and precision in communication?

GRAMMAR & MECHANICS (OR GESTURE, VOICE, AUDIENCE INTERACTION)/ERROR FREE COMMUNICATION

- Does the assignment emphasize the importance of maintaining no or few errors in grammar and mechanics?
- Are students encouraged to use effective gestures, voice modulation, and interact appropriately with the audience?
- Does the assignment highlight the impact of errors on the effectiveness of communication?

RESEARCH/RELIABILITY AND DOCUMENTATION

- Does the assignment require students to use completely reliable and fully documented sources?
- Are students guided to avoid lapses in reliability and documentation?
- Does the assignment emphasize the importance of appropriate and accurate documentation of sources?

Questions can be directed to the Office of Institutional Assessment, Research, and Planning.

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