Evaluating Communication

Communication accounts for roughly 15% of your overall mark. Although many students are able to earn some of these available marks, few students end up earning all of them.

In this course, your communication skills will be assigned a mark out of 10 according to a rubric similar to the one shown below.

<table>
<tr><th>COMMUNICATION</th><th>No Level</th><th>0 1 2 3 4</th><th colspan="2">5</th><th colspan="2">6</th><th colspan="2">7</th><th colspan="2">8</th><th colspan="2">9</th><th>10</th></tr>
<tr><td>Conventions & Terminology</td><td rowspan="2">No level assigned based on content of this page</td><td rowspan="2">Unacceptable</td><td colspan="3">Few Major Errors / Many Minor Errors</td><td colspan="3">Minor Errors</td><td colspan="3">No Errors</td></tr>
<tr><td>Expression & Organization</td><td colspan="3">Some Improvements Necessary</td><td colspan="3">Few Improvements Necessary</td><td colspan="3">No Improvements Necessary</td></tr>
</table>

In general, your communication is evaluated according to your use of the **conventions and terminology** associated with the subject you are studying. This base mark will be further adjusted by the **expression and organization** of your work, which is unrelated to the subject area (i.e., good expression and organization skills should be applicable to all subjects).

Consider the following table, which illustrates some of the common major and minor communication items that will typically appear in your courses, along with suggestions for quality expression and organization of submitted work.

Major Conventions & Terminology	Minor Conventions & Terminology	Expression & Organization
• (correct) units for all answers • labelled axes on graphs • correct titles on graphs (where appropriate) • straight lines using rulers • calculated values or expressions are justified • only one equal sign per line • independent variable on the horizontal axis, dependent on the vertical axis (where appropriate) • no mathematically impossible statements • no contradictory statements • points are represented properly as (x, y), including parentheses	• concluding statements for word problems • graph titles should be more than a restatement of axis titles • represent division as a fraction • represent multiplication using brackets to avoid confusion with the common variable, x. • ensure that all fraction lines, root symbols, brackets, etc., extend far enough to include all terms (e.g., $\sqrt{x+y}$, not $\sqrt{x}+y$) • include as many steps in a calculation as are necessary for clarity	• proper spelling, particularly important terminology • proper grammar • full sentences where applicable • blocks of work can be distinguished from each other • calculations are done in pencil • mistakes are erased, not scribbled out • pencil is dark enough to read • handwriting is neat and large enough to read easily • work is submitted on clean, flat paper with sharp edges (i.e., not torn out of a book or spiral)