

Final Assessment

Introduction

This final assessment is your opportunity to apply all of the writing skills that you have learned during this course. To complete the assessment, choose one of the topics from the list below and write an essay that is at least 250 words. Use each step of the writing process, employ all of the characteristics of an effective document, and consider each of the document components.

Topic Choices

Choose one of the following three topics for your final essay:

- Describe at least three characteristics that you think a person must possess to be an effective leader, and describe how these characteristics make the person an effective leader.
- One of ACME's corporate goals is to implement a performance management program. Describe at least three ways that your work area has implemented this program, and describe how your job has changed as a result of this corporate goal.
- Describe at least three ways that your work group ensures a safe working environment.

Instructions

Follow these steps to complete the final assessment.

1. Use the printed class materials and other references to help you prepare, research, outline, write, revise, and then finalize your document.
2. Write a detailed outline for your document that includes an introduction, body, and conclusion.
3. Using the outline as a blueprint, write a rough draft of your document.
4. Revise your document, working your way down the pyramid of document components:
 - Delivery
 - Document Design
 - Organization
 - Paragraph Construction
 - Sentence Structure
 - Grammar and Usage
5. As you revise, consider the characteristics of an effective document:
 - **Accuracy**—ensuring that the information is factual, correct, free from assumption or bias
 - **Comprehensiveness**—covering the topic to the level that is appropriate to the audience
 - **Conciseness**—making every word, phrase, sentence, and paragraph significant and effective for your audience
 - **Clarity**—demonstrating clearness of thought through organization and the use of precise and appropriate language
 - **Diplomacy**—using the right tone and avoiding awkwardness
 - **Accessibility**—using descriptive title, headings, bulleted lists, and text formatting to make the document visually appealing, organized, and approachable.

6. As you continue to revise, look for and correct any errors in the following problem areas:
 - Dummy subjects
 - Verb tense
 - Commas
 - Possessives and apostrophes
 - Subject-verb agreement
 - Point of view shifts
 - Unnecessary passive voice
 - Pronoun agreement
 - Numbers and symbols
 - Parallel structure
 - Vague pronoun reference
7. When you have finalized your document, **type and print** the final version.
8. Using interoffice mail, send the outline, rough draft, and final version of your document to your instructor.

Note: Instructors will return your final assessment with comments within two weeks after the last class. After you meet all of the requirements of the class, you will receive credit for the class.