

What Is Leadership?

Writing Assignment

1. COVER PAGE: Your cover page must include the following and should be centered on the document:
 - a. Title of paper: What Is Leadership?
 - b. By: Your First and Last Name
 - c. Class Title: Professional Communications
 - d. Teacher Name: Mr./Mrs. Last Name
 - e. Class Period:
 - f. Date: Insert the current date
 - g. Page number: Insert the page number in lower right corner (pg 1)
2. INTRODUCTION:
 - a. Your introduction paragraph should include the definition of a leader and leadership. Summarize what the writing assignment is about and what information will be covered.
3. LEADERSHIP STYLES:
 - a. Mention the three leadership styles and talk about your leadership style. Include an example of a current or past leader for each style.
4. HISTORIC LEADERS:
 - a. Include your opinion on who you think is a great leader
 - b. Include example of historic leaders for each style.
5. SUCCESSFUL BUSINESS LEADERS
 - a. Research successful business leaders and what they do to make their businesses successful.
6. CONCLUSION
 - a. Conclude your paper and summarize what leadership means to you.

Student Name: _____

Date: _____

What is Leadership? Writing Activity

Criteria	Excellent 4	Above Average 3	Below Average 2	Poor 1
Cover Page (Organization)	The cover page is present and contains all the required information.	The cover page is present and contains most of the required information.	The cover page is present and contains at least half of the required information.	There is no cover page present.
Introduction (Organization)	The introduction includes the definition of a leader and leadership. Summarize what your writing assignment is about and what information you will cover.	The introduction states the main topic and summarizes what the writing assignment is about as well as what information will be covered but does not include the definition of a leader and leadership.	The introduction states the main topic but does not adequately preview the structure of the paper nor the definition of a leader and leadership.	There is no clear introduction of the main topic.
Focus on Topic (Content)	There is one clear, well-focused topic. Main idea stands out and is supported by detailed information.	Main idea is clear but the supporting information is general.	Main idea is somewhat clear but there is a need for more supporting information.	The main idea is not clear. There is a seemingly random collection of information.
Accuracy of Facts (Content)	All supportive facts are reported accurately.	Almost all supportive facts are reported accurately.	A few supportive facts are reported accurately.	NO facts are reported OR most are inaccurately reported.
Sentence Length (Sentence Fluency)	Every paragraph has sentences that vary in length.	Almost all paragraphs have sentences that vary in length.	Some sentences vary in length.	Sentences rarely vary in length.
Grammar & Spelling (Conventions)	Writer makes no errors in grammar or spelling that distract the reader from the content.	Writer makes one to two errors in grammar or spelling that distract the reader from the content.	Writer makes three to four errors in grammar or spelling that distract the reader from the content.	Writer makes five or more errors in grammar or spelling that distract the reader from the content.
Sources (Content)	All sources used for quotes and facts are credible and cited correctly.	All sources used for quotes and facts are credible and most are cited correctly.	Most sources used for quotes and facts are credible and cited correctly.	Sources used for quotes and facts are less than credible (suspect) and/or are not cited correctly.

TOTAL POINTS: _____

Point to Grade Conversion Scale:	
25-28	= A
22-24	= B
20-23	= C
17-19	= D
16 or Below	= F