

## Reading Analysis

*The Reading Analysis is worth 5% of your final grade.*

### Instructions

The Reading Analysis is a one-paragraph summary that gives you an opportunity to demonstrate both your reading comprehension skills and writing skills.

#### Part A) Read the article, “5 Habits of Effective Communicators”:

<http://www.forbes.com/sites/susantardanico/2012/11/29/5-habits-of-highly-effective-communicators/>

#### Part B) Write one paragraph of 200-350 words that must include the following:

1. **Introductory Sentence:** Write a topic sentence that
  - a. Gives credit by identifying the author and title of the article, e.g., “According to...”
  - b. Describes the main idea of the article.
  - c. Identifies the primary audience for it.
2. **Body Text:** Support your topic sentence with two ideas from the article. Provide your personal opinion, indicating whether you agree or disagree and why?
3. **Summary Sentence:** A sentence that summarizes your paragraph in a concise way.

### Grading Criteria

- **Paragraph Structure:** Your paragraph must include all the elements listed in Part B. You will lose points if:
  1. you omit part of the required content, e.g., you have only one supporting point instead of two;
  2. you have more than two supporting points; and/or

3. you fail to incorporate material from your supporting points into the summary sentence.

- **Length:** You must write within the required length. You will lose points if you write less than 200 words or more than 350 words.
- **Grammar, Punctuation, Capitalization, and Spelling:** Each error will negatively affect your grade.
- **Title and Format:**
  - Provide a title, your first and last names, course code, and course section at the head of the document.
  - Use 12" Times New Roman or Arial font, double space, and apply a 2.54 cm (normal range) margin.

**Note:** If you have any questions, please contact your Facilitator.

## Reading Analysis Rubric

Paragraph Content	Total Points	Your Points
Topic sentence introduces the main idea and includes author, magazine, and primary audience	1	
Two supporting points written in your own words	1	
Personal opinion states why you agree/disagree	.5	
Summary sentence that includes the two supporting points	.5	
Clear, concise, and coherent	1	
Correct format, grammar, and punctuation	1	
	5	

