

## Top 10 List for Doing Own Share of Work

Survey 10 people to develop a top 10 list for accepting and doing your own share of the work.

### Description

1. Develop a list of the 15 most important qualities, characteristics, and steps for doing your own share of the work by conducting research:
  - a. Ask others.
  - b. Find a list that already exists.
2. Survey 10 people by having them rank the fifteen items from: 1 = most important to 15 = least important.
3. After surveying 10 people, select the 10 most highly-ranked items and order them from most to least important. (Note: leave an extra blank line between each item to use for No. 4. below.)
4. Beneath each top 10 item, write a one-sentence explanation as to why you think the item is important for accepting and doing your own share of the work.
5. Think about how good you are at accepting and doing your own share of the work. Read the top 10 list again, and then:
  - a. Place a "+" to the left of any top 10 item that is a strength of yours.
  - b. Place a "-" to the left of any top 10 item that is an area in which you need to improve.

**Submit:** Survey, top 10 list. **Estimated Hours:** 3.0

### Specific Grading Criteria

- Fifteen items on original "accepting and doing your own share of the work" survey list are based on research.
- Ten people are surveyed regarding the items above.
- Top 10 list is based on the results of the survey.
- One sentence is written for each item on the top 10 list, stating why that item is important.
- "+" or "-" is placed next to each item on the top 10 list to reflect strengths and areas that need improvement.

### General Grading Criteria

- Assignment is completed on time and as assigned.
- Directions are followed as they were given and intended.
- Mechanics are correct (spelling, punctuation, grammar, capitalization).
- Written work is neat, accurate, and complete.

### Productivity Skills

- Top 10 list is prepared using technology.
- There is clear evidence of workmanship in preparing the top 10 list.



### Main Standard Assessed

Workplace Skills, Standard 2: Be responsible.  
 F. Do own share of the work.

### Other Standard Assessed

# Top 10 List for Doing Own Share of Work

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Specific Grading Criteria	12	9	6	3	0
Fifteen items on original “accepting and doing your own share of the work” survey list are based on research.					
Ten people are surveyed regarding the items above.					
Top 10 list is based on the results of the survey.					
One sentence is written for each item on the top 10 list, stating why that item is important.					
“+” or “-” is placed next to each item on the top 10 list to reflect strengths and areas that need improvement.					

General Grading Criteria	4	3	2	1	0
Assignment is completed on time and as assigned.					
Directions are followed as they were given and intended.					
Mechanics are correct (spelling, punctuation, grammar, capitalization).					
Written work is neat, accurate, and complete.					

Productivity Skills	Yes	No
Top 10 list is prepared using technology.		
There is clear evidence of workmanship in preparing the top 10 list.		

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“Goes Beyond” Criteria	12	9	6	3	0
Creativity, extra effort, depth, higher thinking, understanding (specify)					

<b>Total Points</b>