

CREATIVE WRITTEN EXPRESSION

The student's ability to perceive creative solutions and to express them in writing

1.	2.	3.	4.	5.	6.	7.	8.	9.
Unable to perceive essential features of a problem and gets lost in irrelevant details. Is unable to express himself when writing about new ideas. <u>Characteristics:</u> i. Takes a long time to understand and interpret new concepts, ideas and techniques and has to rely on step by step instruction and supervision before he can put them into practice. For all practical purposes he is unable to write a report. ii. Tends to be unsystematic and haphazard in written expression, missing relevant points.				Able to perceive essentials of straightforward or familiar problems, has average difficulty in expressing self in writing. <u>Characteristics:</u> i. Understands and interprets new concepts, ideas and techniques fairly quickly but has some difficulty in expressing them in writing. ii. Does not consistently write logically or systematically. iii. When analyzing a problem in writing he picks up some of the relevant factors but tends to miss others. iv. Is generally able to express self clearly but is either verbose and pedantic and tends to explain in too much detail or writes in an ambiguous or obscure manner.				Able to perceive essential features of problems that arise in his work and to verbalize them in writing. <u>Characteristics:</u> i. Has common sense and the ability to comprehend and interpret new concepts, ideas and techniques quickly and to put them effectively into writing. ii. Is able to express self logically and systematically. iii. Is able to express his creative thoughts clearly and concisely in writing, constructively dealing with relevant points.

(XXXX)

SUCCESSFUL INTERPERSONAL CONTACT

The student's ability to get along with others, to direct and control people

1. Ineffective in directing and relating to people. Characteristics: i. Lacks the necessary tact and understanding when dealing with people. He may for example criticize others unjustly. ii. Does not contribute to group cohesiveness or morale. iii. Does not assume authority and may for example fall back on other people to take the lead and/or is a completely authoritarian leader who will not accept any suggestions from others. iv. Is unable to recognize the assets of other people (colleagues or subordinates) or to encourage and support them in developing their talents.	2.	3.	4.	5. Successfully relates to other people but is not a "born leader". Characteristics: i. Shows understanding when dealing with people but is sometimes tactless when dealing with difficult members of the team or, for example, misunderstands the behaviour of different racial groups. ii. May contribute to group cohesiveness and morale by voluntarily giving his support and co-operation without attempting to elicit participation from group members. iii. Is at times unfair to other members of the group but not enough to be rejected. iv. Contributes fair share of group morale by participation but makes no overt efforts to build the group or raise morale.	6.	7.	8.	9. Effective in understanding directing and relating to people. Characteristics: i. Has the necessary perception, understanding and tact to work with a variety of people where different approaches are called for. ii. Creates a good esprit de corps and cohesiveness by encouraging good interpersonal relationships and communication, drawing in isolated members and giving credit where credit is due. iii. Is firm and fair. iv. He has the ability to correctly assess his team members and other people. Provides positive and frequent support and encouragement to colleagues and subordinates.
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Author Schmidt H E

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