

Contract Terms

Due Date: 11:59 p.m. EST, Sunday of Unit 5

Points: 100

Overview:

Regardless of whether you own a business or are a stakeholder in a business, understanding basic contract terms is important. Businesses enter into contracts with many areas, from shipping to suppliers to customers. As a business owner or manager knowledge of these basic terms will assist you in the day to day operations of the business, regardless of the field.

Instructions:

- Fill in the attached template.
- For each term, define the term with citation to authority, define the term in your own words and provide an example of each term.

Requirements:

- Use APA format for non-legal sources such as the textbook. Use Bluebook citation format for any legal citations.
- Submit a Word document using the template.
- Maximum two pages in length, excluding the Reference page.

Be sure to read the criteria below by which your work will be evaluated before you write and again after you write.

Evaluation Rubric for Contract Terms Assignment

CRITERIA	Deficient	Needs Improvement	Proficient	Exemplary
	0 – 44 Points	45 – 59 Points	60 – 74 Points	75 Points
Contract Terms	Does not concisely and clearly define most terms.	Somewhat concisely and clearly defines some terms.	Mostly concisely, succinctly, and clearly defines most terms.	Concisely, succinctly, and clearly defines each term.
	0 – 5 points	6 – 7 points	8 – 9 points	10 points
Paper Length	More than 2 pages	n/a	n/a	2 pages or less
	0 – 8 points	9 – 11 points	12 – 14 points	15 points
Clear and Professional Writing and APA/Bluebook Format	Errors impede professional presentation; guidelines not followed.	Significant errors that do not impede professional presentation.	Few errors that do not impede professional presentation.	Writing and format are clear, professional, APA/Bluebook compliant, and error free.