**MGMT 601: Assignment #4 – Book Review**

Choose a book that matches one of the topics in the class syllabus and write a critical review of it, using the grading rubric as the basis for the review. Usage of the Gibbs’ Cycle for this assignment is at the discretion of your instructor.

In your review you should briefly describe the content of the book chosen, identifying key assumptions and conclusions as well as the most important ideas of the authors and giving your opinion on them. The main focus of your review must be on providing a critical analysis of the book, using criteria mentioned in the Part B of the grading rubric below. Your analysis should lead to a justified conclusion: whether you will recommend this book to your colleagues and classmates or not and why. You also need to assess relevance/applicability of the concepts of the book in both overall business settings and personal work settings.

Before you start working on your review, you should thoroughly explore the grading rubric at the end of this instruction and clearly identify key elements based on which your review will be assessed.

Requirements**:**

* Ask your instructor if you are required to use Gibbs’ Cycle for this assignment
* Critical thinking must be demonstrated to get a good mark
* Address each of the categories below: Purpose and Audience, Authority, Accuracy & Reliability, Objectivity, Currency, and Coverage. The body of this paper should use the headings given in the grading rubric.
* The paper should be at least 3000 words and should be written as a professional book review.
* Submit your paper via Turnitin before the due date; late submissions are penalized by 10%/day

This assignment holds a value of 15% of your final mark.

Marks are assigned as per the Grading Rubric in this instruction.

**Part A (25%)** - Review the book, provide a summary of the important points the author makes about the subject, and give your opinion supported by reasons and the author’s perspective. This should be the shortest section of the paper.

**Part B (30%)** - Address each category as shown in the grading rubric

Purpose and Audience, Authority, Accuracy & Reliability, Objectivity, Currency, and Coverage

**Part C – (35%)** – Identify the most interesting aspect of the book, supporting your thoughts with reasons and examples. How can you use what you have learned at work and in your business career? Why (or why not) would you recommend this book to others?

**Part D - (10%)** - Professionalism, Grammar, & Format

**Grading Rubric for Assignment #4**

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| --- | --- | --- |
| **Criteria** | **Unacceptable Excellent** | **total** |
| **Part A** –   * Briefly summarized all important points * Gave opinion of summarized points * Supported opinion with reasons * Had focused discussion on most significant parts * Gave position on author’s perspective and discussed reasons for thoughts | 0-13 14-20 21-25 | /25 |

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| --- | --- | --- |
| **Part B** – | * Discussed required information * Demonstrated critical thinking in discussion of points   0-17 18-26 27-30 | /30 |
| Purpose and Audience | What is the purpose of the book? Is the purpose stated or implied?  Who is the book’s intended audience? Why authors target that audience?  How do factors of purpose and audience affect tone and content? |  |
| Authority | Do the authors have adequate qualifications/expertise? How do authors’ qualifications indicate that they have authority in the field? (look them up)  Is the work cited in other writings? Criticised? Lauded? |  |
| Accuracy & Reliability | Does the book offer trustworthy information? Is a bibliography or reference list available so information can be verified?  Check if data, statistics, and facts are documented (and timely) |  |
| Objectivity | Is the information biased or objective? How? Is that appropriate?  Are the book’s opinions supported by research? Fact? Why? Is that appropriate?  Examine the evidence presented. Is it adequate or credible? Why or why not? |  |
| Currency | Is the information current? Should it be? How has theory changed from older books? Are the current research findings/ theories evident? Should they be? |  |
| Coverage | Does the book adequately cover its topic?  Are important aspects of the topic omitted? Are omissions acknowledged?  Does the book significantly contribute to the field/discipline? In what way? |  |

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| --- | --- | --- |
| **Part C** –   * Identified most interesting aspect of the book, provided justification for the choice * Discussed content significance in overall business setting * Had examples of concepts use in personal work setting * Gave personal recommendation with reasons for opinion * Demonstrated critical thinking in all/ some/few/no areas | 0-20 21-30 31-35 | /35 |
| **Part D - Professionalism**   * Grammar * Formatting: use of headings and appropriate content * Clarity, Effectiveness, Internal Consistency * References - correct and properly utilized | 0 1 2 3 4 5 6 7 8 9 10 | /10 |

**/100**