# Formative Exercise 5B

# Checklist

## Instructions

* **Draw up a checklist**, containing all the steps of the sales process, as described in your Learner guide.
* **Detail** under each step must be sufficient to rate a salespersons’ performance in terms of closing the deal.
* This checklist will be used as part of Summative exercise 5.
* The checklist must be typed.

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| **First Attempt** | | **Second Attempt** | | **Third Attempt** | |
| Competent | Not Yet Competent | Competent | Not Yet Competent | Competent | Not Yet Competent |
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