

Name: _____ **Mod** _____ **Newsletter Project Rubric**

	12pts.	8pts.	4pts.	2pts.	0pts.
Article information	4 articles on different topics for the city are in newsletter, approved and well-written	3 articles on different topics for the city are in newsletter, approved and decently written	2 articles on different topics for the city are in newsletter, approved and somewhat well-written	1 article for the city is in the newsletter, approved or poorly written articles	Missing an article or not approved or not written very well
	4pts.	3pts.	2pts.	1pts.	0pts.
Clipart/pictures	4-5 pieces of relevant clipart/pictures was used in newsletter	3 pieces of clipart/pictures was used in newsletter	2 pieces of clipart/pictures was used in newsletter	1 piece of clipart/pictures was used in newsletter	No clipart/pictures were used
Text boxes		2 different types of text boxes must be used (any style, but designed differently)	Only 1 type of text boxes was used (any style, but designed differently)		Missing 2 text boxes
Text wrapping		All pictures and text boxes are text wrapped	Most pictures and text boxes are text wrapped (3-5)	Some pictures and text boxes are text wrapped (1-3)	No pictures or boxes are text wrapped
Divider			A divider was designed and used at the top of the newsletter		No divider was used at the top
Drop caps			2 drop caps were used in newsletter	1 drop cap was used in newsletter	No drop caps were used
Fonts		Used both serif and sans serif fonts in the appropriate areas of the newsletter	Used only one font - serif or sans serif and did not change to use the other font family in newsletter		Did not change fonts at all
Headline & Dateline		A headline and dateline were created for the newsletter	There are errors with the headline/dateline	Only a headline was created and NOT a dateline or vice versa	Missing a headline and dateline
Elements	Used textures, wordart, lines, shapes, gradients, colors, effects, etc. (5 or more)	Used textures, wordart, lines, shapes, gradients, colors, effects, etc. (4)	Used textures, wordart, lines, shapes, gradients, colors, effects, etc. (3)	Used textures, wordart, lines, shapes, gradients, colors, effects, etc. (1-2)	Used no elements at all
Use of white space		Layout – all elements are organized and use of space is utilized accordingly	Layout – all elements are somewhat organized and use of space is used pretty well	Layout – all elements are not organized very well and use of space a little cluttered OR too much white space	Way too cluttered OR too much white space (hardly any elements on the page)
Article Titles	All articles are titled	3 articles are titled	2 articles are titled	1 article has a title	No titles for the articles
Spelling, Punctuation & Miscellaneous	Perfect newsletter with no misspellings/punctuation or other errors	1-5 misspellings/punctuation or other errors	6-10 misspellings/punctuation or other errors	11-15 misspellings/punctuation or other errors	More than 15 misspellings/punctuation or other errors
Margins			All margins are .5” (top, bottom, and both sides)	Only 1-2 sides are set for .5” margins (Ex. top & sides, but not bottom)	Margins were not set for .5” on all sides
Made-up info./ Set-up as newsletter	All information was researched and is true newsletter w/ 3 columns		Article information was researched, but some info. was made-up & columns not quite correct		All information was made-up and there were no columns created

Final grade _____ /53 pts.