

### Rubric for Newsletter Publication

The main purpose of a rubric is to help you do your best work. Use the rubric to make sure you understand what you are expected to learn. Is all of your work best described by column 4? If not, what can you improve? If you have access to a printer, you may want to print the rubric for reference as you work through the activities. Ask your teacher for help if you have any questions about the rubric.

	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Newsletter Design</b>	<p>The overall look is appropriate for the topic and enhances the message of the newsletter.</p> <p>The newsletter is easy to read, and the type and graphics contribute to readability.</p>	<p>The overall look is appropriate for the topic and conveys the message of the essay.</p> <p>The newsletter is easy to read, and the type and graphics are appropriate.</p>	<p>The overall look is appropriate for the topic.</p> <p>The newsletter is easy to read, but the type or graphics may not be appropriate.</p>	<p>The overall look is not appropriate for the topic.</p> <p>The newsletter is difficult to read because the type and graphics are distracting.</p>
<b>Newsletter Template</b>	<p>Technology tools are used to create an attractive look that enhances the content of the publication.</p> <p>An appropriate template is customized to enhance the content of the publication.</p>	<p>Technology tools are used to create an attractive publication.</p> <p>Minor changes are made to customize an appropriate template.</p>	<p>Technology tools are used effectively to format the publication.</p> <p>An appropriate template is used.</p>	<p>Technology tools are not used effectively.</p> <p>An inappropriate template is used.</p>
<b>Newsletter Article</b>	<p>The story is easy to follow, engaging, and meaningful.</p> <p>Point of view is consistent throughout the entire story.</p>	<p>The story is easy to follow and somewhat engaging and meaningful.</p> <p>Point of view is consistent throughout most of the story.</p>	<p>The story is fairly easy to follow, but does not hold the reader's interest.</p> <p>Point of view varies throughout most of the story.</p>	<p>The story is difficult to follow and not engaging.</p> <p>Point of view varies throughout the entire story.</p>
<b>Graphic Organizer</b>	The organizer uses accurate	The organizer uses accurate	The organizer has a clear	The organizer does not have

	and relevant information to develop important concepts that clearly and logically support all conclusions.	and relevant information to develop important concepts, but these concepts may not support conclusions.	purpose and uses accurate and relevant information, but concepts may be unimportant or poorly developed.	a clear purpose or uses inaccurate or irrelevant information.
<b>Writing Mechanics</b>	<p>All words are spelled and capitalized correctly.</p> <p>All sentences are punctuated correctly.</p> <p>Paragraphing is appropriate and helps move the story along.</p>	<p>Almost all words are spelled and capitalized correctly.</p> <p>Almost all sentences are punctuated correctly.</p> <p>Paragraphing is appropriate throughout most of the story.</p>	<p>Several words are misspelled or capitalized incorrectly.</p> <p>Several sentences are punctuated incorrectly.</p> <p>Paragraphing is awkward throughout most of the story.</p>	<p>Many words are misspelled and capitalized incorrectly, making the article hard to understand.</p> <p>Many sentences are punctuated incorrectly, making the article hard to understand.</p> <p>Paragraphing is awkward throughout the entire story.</p>
<b>File Management</b>	Files are clearly named, consistently saved to the correct location, and well-organized in folders.	Files are clearly named and consistently saved to the correct location, but they are not well-organized in folders.	Work is not lost but files are not clearly named or consistently saved to the correct location.	Work is lost because files are not clearly named or consistently saved to the correct location.