

NEWSLETTER RUBRIC (CODE E1)

	5	4	3	2	1
Formatting Text <ul style="list-style-type: none"> ◆ Bold ◆ Underline ◆ Italic ◆ Center ◆ Enlarge 	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used two of the five techniques.	Appropriately used one/none of the five techniques.
Formatting Page <ul style="list-style-type: none"> ◆ Add ruling lines above and below paragraphs ◆ Multiple columns ◆ Dropped capital letter in paragraphs ◆ Column breaks ◆ Vertical ruler between columns ◆ Insert section breaks 	Appropriately used all six techniques.	Appropriately used five of the six techniques	Appropriately used four or three of the six techniques.	Appropriately used two or one of the six techniques.	Did not use any of the formatting techniques.
Format Document <ul style="list-style-type: none"> ◆ Insert special symbols ◆ Use format painter ◆ Insert a file ◆ Create the nameplate ◆ Redefine normal style/margins ◆ Insert a text box 	Appropriately used all six techniques.	Appropriately used five of the six techniques	Appropriately used four or three of the six techniques.	Appropriately used two or one of the six techniques.	Did not use any of the formatting techniques.
Graphics <ul style="list-style-type: none"> ◆ Appropriate for Document ◆ Resized Appropriately ◆ Clear/Not Distorted ◆ Position between columns ◆ Change color(s) in a graphic 	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Appropriately used none of the five techniques.
Macros <ul style="list-style-type: none"> ◆ Define a macro ◆ Create a macro ◆ Run a macro ◆ Edit a macro ◆ Delete a macro 	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Appropriately used none of the five techniques.
Grammar and Spelling	No spelling errors. No grammar errors.	Only one error in grammar or spelling.	Two or three errors in grammar or spelling.	More than three errors in grammar or spelling.	Very frequent spelling and/or grammar errors.
Directions	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed.	Attempted to follow directions	Failed to follow directions.