

	4 Exceeding	3 Meeting	2 Achieving	1 Beginning	Total
Header, Title, & Picture	Header: name, date, per; Title; & Picture: S, F, R	Missing 1 piece of information	Missing 2 pieces of information	Missing 3 or more pieces of info	
Grammar/Spelling & Caps/Punctuation	No errors	1-2 errors	3-4 errors	5 or more errors	
Formatting	All paragraphs dbl. spaced. Summary, Reaction, & Facts in different font, size, & color	Missing one requirement	missing 2 requirements	missing 3 or more pieces requirements	
Summary	Sentences are complete, logical, and well structured. You explain what happened in detail. The paragraph has at least 5 complete sentences.	All sentences are complete and well structured (no run-ons or fragments). Paragraph is generally well done.	Most sentences are complete and well structured. Paragraph needs some work.	Many sentence fragments or run-on sentences OR paragraph needs lots of work.	
Reaction	Sentences are complete, logical, and well structured. The paragraph has at least 5 complete sentences.	All sentences are complete and well structured (no run-ons or fragments). Paragraph is generally well done.	Most sentences are complete and well structured. Paragraph needs some work.	Many sentence fragments or run-on sentences OR paragraph needs lots of work.	
3 Facts	3 facts in complete sentences with a bullet in front of each	Missing 1 fact or no bullets	Missing 2 facts	Missing 3 facts	