

	4 Exceeding	3 Meeting	2 Achieving	1 Beginning	Total
Header & Topic	All Required information	Missing 1 piece of information	Missing 2 pieces of information	Missing 3 or more pieces of info	
Grammar & Spelling	No errors in grammar, spelling, caps, or punctuation	1-2 errors	3-4 errors	5 or more errors	
Pros	Six pros with a bullet in front of each. The column is labeled pros and each pro is a complete thought	Missing 1: 1 pro, no bullets, column not labeled, or pros not in complete thoughts, wrong color	Missing 2-3	Missing 4 or more	
Cons	Six cons with a bullet in front of each. The column is labeled cons and each con is a complete thought	Missing 1: 1 con, no bullets, column not labeled, or cons not in complete thoughts, wrong color	Missing 2-3	Missing 4 or more	
Conclusion	Sentences are complete, logical, and well structured. The paragraph has at least 3 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.	
Creativity	You have used a variety of text, colors, shapes, and backgrounds to make your document great	You have used a variety of colors, text, shapes, and backgrounds	You have used minimal colors, text, shapes & background	No variety in text, colors, shapes, or backgrounds	