

	4 Exceeding	3 Meeting	2 Achieving	1 Beginning	Total
Header & Title	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 or spelling	1-2 errors in grammar & spelling	3-4 errors in grammar & spelling	5 or more errors	
Capitalization & Punctuation	No errors in cap & punctuation	1-2 errors	3-4 errors	5 or more errors	
True & False	Each “fact” has a bullet in front of each, 10 in total, two columns headed true & false, information accurate	Missing 1	Missing 2	Missing 3 or more	
Creativity	You have used a variety of backgrounds, pictures, text colors, fonts, shadows, and reflections to make your document dynamic	Your background, pictures, etc. make your document more interesting	Minimal backgrounds, pics, etc. used for your document	Little to no backgrounds, pics, etc. used in document	