

Rubric for Fact Sheet Assignment

CATEGORY	(4) Excellent	(3) Good	(2) Almost	(1) Not Yet
Attractiveness & Organization (Organization)	The fact sheet has exceptionally attractive formatting and well-organized information.	The fact sheet has attractive formatting and well-organized information.	The fact sheet has well-organized information.	The fact sheet's formatting and organization of material are confusing to the reader.
Content - Accuracy (Ideas)	The fact sheet has all of the required information (see checklist) and some additional information	The fact sheet has all of the required information (see checklist).	The fact sheet has most of the required information (see checklist).	The fact sheet has little of the required information (see checklist).
Writing - Mechanics (Conventions)	All sentences are complete. Capitalization and punctuation are correct. There are no spelling errors.	Mostly in complete sentences. Most capitalization punctuation correct. Very few spelling errors.	Some complete sentences. Some capitalization and punctuation correct. Some spelling errors.	Mostly not complete sentences. Most of the capitalization and punctuation not correct. Spelling errors interfere with understanding
Graphics/Pictures	The graphics go well with the text and there is a good mix of text and graphics.	The graphics go well with the text, but there are so many that they distract from the text.	The graphics go well with the text, but there are too few.	The graphics do not go with the accompanying text or appear to be randomly chosen.
Sources	Source is present and correctly formatted.		Incorrectly formatted.	No Citation.
Process Letter	Process letter reflects thoughtfully on your work.	Process letter is present but not particularly thoughtful.	Process letter is way too brief.	Process letter missing or might as well be missing.

