

Newsletter Assignment Rubric

Criteria	0-1	1-2	2-3	3-4	Total
All text is included	3 or more sections are left out.	More than 1 section is left out.	Less than one section is left out. The rest of the text flows properly.	All text is included and flows properly within the newsletter.	
Headings for each new section	One or possibly none of the sections include a heading which may or may not suit the contained information.	At least 3 sections have headings which may or may not suit the information contained in the section.	Most sections have an appropriate heading that suits the contained information.	Each new section is evident by the use of an appropriate heading that suits the information in the section.	
Graphics	Graphics may or may not be used. If used, they do not enhance visually or are inappropriate.	Graphics are used but they do not enhance the newsletter.	Graphics are used but they may not enhance the newsletter, are inappropriate or are not formatted properly.	Graphics are used appropriately to enhance the information contained in various sections of the newsletter. All graphics are aligned properly and are visually pleasing.	
Layout of text boxes	Effort is not evident in the layout of the text boxes. More time needs to be spent formatting and creating new text boxes.	Text boxes are overlapping other elements or do not contain all text.	Text boxes are formatted for the most part correctly, however, there is some overlap. Student has created new text boxes to aid in design.	Text boxes are formatted correctly so that all information fits in text box without overlapping other elements or text. Student has created new text boxes in appropriate places to aid in design.	
Color Scheme	Effort was not taken in the color scheme of newsletter and is not visually appealing.	Color scheme is not appropriate and colors do not flow appropriately.	Color scheme is somewhat appropriate. May or may not flow together in the most visually pleasing format.	Color scheme is appropriate to topic and audience. Colors match accordingly and flow together. Newsletter is therefore visually pleasing to viewer.	

Page Layout	Effort was not taken in the page layout. More effort is needed to format all pages.	Pages may or may not be filled with appropriate information and blank spaces may be evident.	All of the 4 pages are filled with relevant information, however blank spaces are evident.	All of the 4 pages are filled with relevant information. There are no blank spaces. All elements flow together.	
Borders	No borders are used.	Borders are used but they do not enhance the newsletter.	Borders are used and they may or may not enhance the presentation of the newsletter.	Borders are used to enhance the look of the newsletter and are used appropriately and contribute to the appearance of the newsletter.	
Spelling and Grammar	There are 5 or more spelling and/or grammar mistakes.	There are 4 or less spelling and/or grammar mistakes.	There are 2 or less spelling and/or grammar mistakes.	There are no spelling or grammar mistakes.	

Sackville High School
 October 2003
 Ms. MacGibbon