

Word Processing—Report Assessment Rubric

Name _____

Criteria	Exceeds Standard	Meets Standard	Below Standard
<p>MLA format is evident in the report</p>	<p>Appropriate MLA format followed:</p> <ul style="list-style-type: none"> • Student information on page 1 • Header on 2nd and succeeding pages • Title • Margins • Font and line spacing • Long quote indentation 	<p>Format errors corrected with 85% accuracy</p>	<p>Format errors are corrected with less than 75% accuracy</p>
<p>Editing results show appropriate response to conventions and word meaning</p>	<p>Corrections made for:</p> <ul style="list-style-type: none"> • All misspelled words • Usage error • Active voice sentence • Proper nouns capitalized • Appropriate synonym • Final paragraphs interchanged 	<p>Editing errors corrected with 85% accuracy</p>	<p>Editing errors are corrected with less than 75% accuracy</p>
<p>Table formatted and located to present data appropriately</p>	<p>Contents complete Double spaced Columns centered, space distributed Horizontal lines in place Table introduced by phrase in paragraph 1</p>	<p>Table format and content correct with 85% accuracy</p>	<p>Table formatted and content correct with less than 75% accuracy</p>
<p>Information sources are cited and correctly formatted</p>	<p>Page Break inserted Format and content correct:</p> <ul style="list-style-type: none"> • Title • Alphabetized list • Parenthetical notes • Works Cited format <p>Red (instruction) text removed</p>	<p>Works Cited format and content correct with 85% accuracy</p>	<p>Works Cited format and content correct with less than 75% accuracy</p>