

Guest of Honor: a presidential banquet

Teacher name: _____

Student Name: _____

CATEGORY	Excellent	Good	Satisfactory	Needs Improvement
Writing — Vocabulary	The author correctly used several new words and defines words unfamiliar to the reader.	The author correctly used a few new words and defines words unfamiliar to the reader.	The author tried to use some new vocabulary, but may use 1-2 words incorrectly.	The author does not incorporate new vocabulary.
Writing — Mechanics	Spelling, capitalization and punctuation are correct throughout the brochure.	Spelling, capitalization and punctuation are correct throughout the brochure.	There are 1-2 spelling, capitalization and/or punctuation errors in the brochure.	There are several spelling, capitalization or punctuation errors in the brochure.
Content — Accuracy	All facts in the brochure are accurate.	99-90% of the facts in the brochure are accurate.	89-80% of the facts in the brochure are accurate.	Fewer than 80% of the facts in the brochure are accurate.
Attractiveness & Organization	The brochure has exceptionally attractive formatting and well-organized information.	The brochure has attractive formatting and well-organized information.	The brochure has well-organized information.	The brochure's formatting and organization of material are confusing to the reader.
Sources	Careful and accurate records are kept to document the source of 95-100% of the facts and graphics in the brochure.	Careful and accurate records are kept to document the source of 94-85% of the facts and graphics in the brochure.	Careful and accurate records are kept to document the source of 84-75% of the facts and graphics in the brochure.	Sources are not documented accurately or are not kept on many facts and graphics.
Knowledge Gained	Student can accurately answer all questions related to subjects in the brochure and to technical processes used to create the brochure.	Student can accurately answer most questions related to subjects in the brochure and to technical processes used to create the brochure.	Student can accurately answer most questions related to subjects in the brochure and to technical processes used to create the brochure.	Student appears to have little knowledge about the subjects or technical processes used in the brochure.
Graphics/ Pictures	Graphics go well with the text and there is a good mix of text and graphics.	Graphics go well with the text, but there are so many that they distract from the text.	Graphics go well with the text, but there are too few and the brochure seems "text-heavy".	Graphics do not go with the accompanying text or appear to be randomly chosen.