

TEXT Newsletter Assessment

Directions:

Evaluate the degree to which criteria are met in each category on a scale of 10 (high) to 0 (low or not present).

Criteria	10-9 Points	8-7 Points	6-5 Points	4-0 Points
<p>Layout and Design (10) Category 1 <input type="checkbox"/> Banner/heading = depth 2” <input type="checkbox"/> Date information <input type="checkbox"/> Issue information <input type="checkbox"/> Directory <input type="checkbox"/> Pagination throughout <input type="checkbox"/> Headlines and captions</p>				
<p>Layout and Design (10) Category 2 <input type="checkbox"/> Guttering <input type="checkbox"/> Tabs and indents <input type="checkbox"/> Margins <input type="checkbox"/> Columns <input type="checkbox"/> Paragraph attributes <input type="checkbox"/> Font style, size, attributes, consistency</p>				
<p>Content Information (10) <input type="checkbox"/> Equipment <input type="checkbox"/> Software <input type="checkbox"/> Quality of information <input type="checkbox"/> Quantity of information <input type="checkbox"/> Referencing <input type="checkbox"/> Accurate and complete</p>				

Student _____

Due Date _____

Date Submitted _____

Criteria	10-9 Points	8-7 Points	6-5 Points	4-0 Points
Graphics and Color (10) <input type="checkbox"/> Graphics—appropriateness and placement <input type="checkbox"/> Graphics manipulation—size, crop, rotate, scale, etc. <input type="checkbox"/> Color throughout—appropriate and balanced				
Subtotal				
<i>Deduct 1 point for each uncorrected error =</i>				
			Total Points =	

Other Requirements	Yes = 2 points	No = 0 points
Text boxes—mailing label, stamp/indicia		
Return address		
Information highlighted or bordered		
Newsletter printed		
Mailing information occupies 1/3 page		
Directory of project in Details view		
Subtotal		
		Total Points =

Project Total =