

Use this rubric when grading:

**Project W-3: Letter to the League**  
**Project W-4: Press Release**

Rubric Category	Possible Points	Criteria for Maximum Points
<b>Content and Information</b>	4	<ul style="list-style-type: none"> <li>The document includes all required information and content.</li> <li>The student demonstrated performance of all necessary research.</li> <li>The student demonstrated a complete understanding of the assigned task.</li> </ul>
<b>Grammar, Spelling, and Language Style</b>	4	<ul style="list-style-type: none"> <li>The document contains no spelling or typographical errors.</li> <li>The document contains proper grammar usage.</li> <li>The document contains proper use of punctuation.</li> <li>The document is well written, clear, and easy to understand.</li> </ul>
<b>Format and Presentation</b>	4	<ul style="list-style-type: none"> <li>The information is organized according to the project instructions.</li> <li>The format of the document is consistent with an appropriate block-style letter or press release.</li> </ul>
<b>Professionalism</b>	4	<ul style="list-style-type: none"> <li>The document is professional in content and appearance.</li> <li>The document produced could be used in a "real" business setting.</li> </ul>
<b>Word Processing Software Skills</b>	4	<ul style="list-style-type: none"> <li>The student has demonstrated a mastery of using word processing software according to the assigned task.</li> </ul>
<b>Planning Form</b>	4	<ul style="list-style-type: none"> <li>The student has completed the required planning form prior to beginning the project.</li> </ul>
<b>Total Possible Points</b>	<b>24</b>	