

HAND OUT RUBRIC

| Criteria | Excellent 10 | Very Good 8 | Satisfactory 6 | Needs Improvement 4 |
|----------------------------|--|--|---|---|
| Content | <ul style="list-style-type: none"> • Clear objectives and subject matter • Accurate, complete and useful information • Complete and correct citation of references • Ideas are summarized and the readers are left with full understanding of the topic | <ul style="list-style-type: none"> • Some success in defining the objectives and subject matter • Some examples, facts and other useful information • Some citation of references • May need to refine summary or final idea | <ul style="list-style-type: none"> • Attempts to define the objective and subject matter • Some information are inaccurate and not useful • Incomplete and wrong citation of references • Major ideas are not summarized or the readers are left with vague ideas | <ul style="list-style-type: none"> • Objectives and subject matter are not clearly defined • Useful information are missing • References are not cited • Major ideas are unclear leaving the readers with no learning |
| Graphics and Layout | <ul style="list-style-type: none"> • Fonts are readable and add to content • Visuals are appropriately chosen and add to content • Appropriate transitions that highlight the content • Layout highlights content • Appropriate use of lines, shading, tables, and others | <ul style="list-style-type: none"> ▪ Clear fonts ▪ Visuals used add to the presentation ▪ Effective transitions ▪ Layout matches content ▪ Good use of lines, shading, tables, and others | <ul style="list-style-type: none"> • Some pages are crowded with text ▪ Some pages have unnecessary visuals ▪ Transitions present but distract from the content ▪ Layout distracts from the presentation and content ▪ Not appropriate use of lines, shading, tables, and others | <ul style="list-style-type: none"> ▪ Difficult to read ▪ Graphics are not used ▪ No transitions or transitions not appropriate ▪ Very poor layout ▪ Very poor use of lines, shading, tables, and others |