

RESUME RUBRIC (CODE R3)

	5	4	3	2	1
Formatting Text ♦ Bold ♦ Underline ♦ Italic ♦ Center ♦ Resize	Appropriately used all five techniques	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques	Did not use any of the formatting techniques.
Formatting Page ♦ Margins ♦ Header/Footer ♦ Bulleted list ♦ Appropriate Structure (font size/line spacing) ♦ Line Spacing/Break	Appropriately used all five techniques.	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques.	Did not use any of the formatting techniques.
Format Document ♦ Text alignment ♦ Autotext entry ♦ Autoformat ♦ Replace text ♦ Switch from one document to another.	Appropriately used all five techniques	Appropriately used four of the five techniques.	Appropriately used three of the five techniques.	Appropriately used one or two of the five techniques	Did not use any of the formatting techniques.
Format Wizard ♦ Choose appropriate style ♦ Add/Delete cells ♦ Placeholder editing ♦ Text alignment ♦ Efficiently navigate within wizard ♦ Sort headings	Appropriately used all six techniques	Appropriately used five of the six techniques.	Appropriately used four of the six techniques.	Appropriately used three or two of the six techniques	Did not use any of the formatting techniques.
Grammar and Spelling	No spelling errors. No grammar errors.	Only one error in grammar or spelling.	Two or three errors in grammar or spelling.	More than three errors in grammar or spelling.	Very frequent spelling and/or grammar errors.
Directions	Directions were followed in an exemplary manner.	Directions were followed.	Most directions were followed.	Attempted to follow directions	Failed to follow directions.