

**UNIT 4** Word Processing Project 4



Rubric  
U4P4\_IP3

**3 Independent Practice (page 203)**

**Create a Newsletter**

**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Choose a topic for your newsletter about yourself			
Create a newsletter about yourself and include: a masthead, a two-column format, one or two articles about the subject of your newsletter, and one or two pictures or graphics			
Add trademark symbols where necessary			
Use correct spelling, punctuation, and grammar			
Edit your table to be sure it is clear and free of errors			