Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Overall Quality Score:\_\_\_\_\_\_**

❑ Outline is double-spaced

❑ Key Word Outline is complete

❑ Proper heading is on paper

❑Papers are turned in this order: Checklist, Key Word Outline (Stapled)

**Score for Following Directions for Structure \_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Mechanics and Conventions** (correct usage)  |  Paragraph 1 |
| Penmanship  |  |
| Grammar (grade-level appropriate)  |  |
| Spelling (grade-level appropriate) |  |
| Punctuation (grade-level appropriate) |  |

**Score for Mechanics and Conventions\_\_\_\_\_\_\_\_**

*(Gradebook Standard 68.L.1 Grammar and Usage Score:\_\_\_\_)*

*(Gradebook Standard 68.L.2 Conventions Score:\_\_\_\_)*

|  |  |
| --- | --- |
| **Content**  |  Paragraph 1 |
| Content is related to topic, makes sense  |  |

**Score for Content \_\_\_\_\_\_\_\_**