Student _____   Due Date _____   Date Submitted _____

INTRODUCTORY CONCEPTS
Desktop Publishing Terms
Assessment

Criteria	10 Points	9-7 Points	7-5 Points	4-0 Points
Terms and Definitions (10) ☐ Terms accurately defined ☐ Terms adequately defined ☐ Font size for definitions	All criteria evident and correct	13-14 terms have strong and correct definitions	11-12 terms have strong and correct definitions	10 or fewer terms have strong and correct definitions
Number and Order of Terms (10) ☐ Minimum of 15 terms used ☐ Terms alphabetized	All criteria evident and correct	13-14 terms meet criteria	11-12 terms meet criteria	10 or fewer terms meet criteria
Layout (10) ☐ 1" right, top, bottom margins ☐ Two-column table format with 1 ½" left margin gutter ☐ Banner used ☐ Alphabetic indexes throughout ☐ Equal spacing between entries ☐ DTP terms enhanced, definitions use plain text	All criteria evident, consistent, and correct	5 criteria evident, consistent, and correct	4 criteria evident, consistent, and correct	3 or fewer criteria evident, consistent, and correct
Graphics (10) ☐ Used 5 graphics ☐ Graphics match the definition ☐ Graphics appropriately manipulated ☐ Graphic-to-text wrapping and layering appropriate	All criteria evident and correct	4 graphics used are appropriate, 4 effective graphic manipulations, 1-2 text wrapping and layering issues	3 graphics used are appropriate, 3 effective graphic manipulations, 3 text wrapping and layering issues	2 or more graphics used are appropriate, 2 or fewer effective graphic manipulations, 4 or more text wrapping and layering issues
Text (10) ☐ Banner text 24 pt. ☐ Alphabetic index 20 pt. ☐ Definitions 12 pt. ☐ Serif font used	Font used correctly in banner, all indexes, and all definitions; and serif font used throughout	Banner correct, 1 index font incorrect, 1-2 definition(s') fonts incorrect, 1-2 non-uses of serif fonts	Banner correct, 2 indexes' fonts incorrect, 3-4 definitions' fonts incorrect, 3 non-uses of serif fonts	Banner correct, 3 indexes' fonts incorrect, 5 or more definitions' fonts incorrect, 4 or more non uses of serif fonts

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Criteria	10 Points	9-7 Points	7-5 Points	4-0 Points
Proofreading (10)	All errors found and corrected	1-2 errors/typos in document	3 errors/typos in document	4 or more errors/typos in document
Subtotal				
			Total Points =	