

Time Management Brochure Rubric

Name:

	4	3	2	1
Organization	The brochure has excellent formatting and very well organized information	The brochure has appropriate formatting and well-organized information	The brochure has some organized information with random formatting	The brochure's format and organization of material are confusing to the reader.
Ideas	The brochure communicates relevant information appropriately and effectively to the intended audience	The brochure communicated relevant information appropriately to the intended audience.	The brochure communicates irrelevant information, or communicated inappropriately to the intended audience	The brochure communicates irrelevant information and communicated inappropriately to the intended audience
Conventions	All the writing is done in complete sentences Capitalization and punctuation are correct throughout the brochure.	Most the writing is done in complete sentences Most of the capitalization and punctuation are correct throughout the brochure.	Some of the writing is done in complete sentences Some of the capitalization and punctuation are correct throughout the brochure.	None of the writing is done in complete sentences None of the capitalization and punctuation are correct throughout the brochure.
Graphics	The graphics go well with the text, and there is a good mix or text and graphics	The graphics go well with the text, and there are so many that they distract from the text	The graphics go well with the text, but there are too few	The graphics do not go with the accompanying text or appear to be randomly chosen
On Time	Turned in on time	XXXXXXXXX	XXXXXXX	Turned in late