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| Category | A | B | C | D | F |
| Character Descriptions | 3-5 characters’ personalities described in detail | 3-5 descriptions which are not very detailed | 3-5 descriptions of characters that do not focus on the personalities in detail | Very little character descriptions; focus is on physical features | Lacking descriptions of characters’ personalities |
| Plot Summary | 3-5 paragraphs of significant events and details written in an organized way; no errors in usage and mechanics | 3-5 paragraphs; events and details included but may lack organization; few errors in usage and mechanics | Few events and details; lacking organization;  numerous errors in usage and mechanics | Hardly any significant details and events; not organized; numerous errors in usage and mechanics | Very brief and unclear; too many errors in usage and mechanics that detract from the meaning |
| Recommendation | Clear, convincing opinion with strong supporting evidence | Clear opinion and evidence given | Insufficient evidence to support opinion | Unconvincing evidence to support opinion | No recommend-ation |
| Graphics, Typing, Usage, Mechanics,  and Format | Clear, colored and can be seen from a distance; shows considerable effort;  accurately follows required format; no errors in grammar/  spelling,etc. | Colored and somewhat clear; shows effort; follows format with some deviations;  Few errors  In grammar/  spelling/  punctuation | Lacking color and is too large/small; not much effort in drawings;  Inaccurate in several places  With many errors in grammar/spelling  and /or  punctuation | Too small and not colored; lacking effort;  Format is inaccurate in many places;  Numerous  errors | No effort in graphics;  Format is completely off the mark;  Numerous errors in writing that are distracting and interfere with what is meant |
| Author Info | Relevant facts about author’s life in student’s own words ;  a paragraph | Facts given but not all are relevant. | Not enough facts given | Limited effort;  Missing info | Not included |