Category	4- Distinguished	3- Proficient	2- Apprentice	1- Novice
Organization How well did I manage my time?	Used time well. Work was turned in early or or time.	Most work was done on time.	Some work was not done on time. Monitored progress occasionally. Did not change work habits or schedule accordingly. Worked frantically to finish project on time.	Did not use time well. Little or no work was done on time. Did not monitor progress adequately. Project was not completed on time.
Comprehensibility: How well does my audience understand me?	Text is readily comprehensible, requiring no interpretation of the reader.	Text is mostly comprehensible, requiring little interpretation of the reader.	Text is somewhat comprehensible, requiring some interpretation of the reader.	Text is incomprehensible and requires significant interpretation of the reader.
Task Completion: How well did I respond to the prompts?	Student responded fully and appropriately to all prompts.	Student responded adequately to most prompts; Student's response is generally organized and/or relevant.	Student responded inadequately (or not at all) to a few of the prompts; Student's response is a little disorganized and/or irrelevant.	Student responded to (or not at all) to some of the prompts; The response is very disorganized and/or irrelevant.
Vocabulary: What language do I use?	Student can use a variety of words and phrases on a range of familiar topics. Student can begin to give more details and elaborate on a topic.	Student can use familiar words and phrases on familiar topics. Student can elaborate a little.	Student can use a limited number of words and phrases, but they are repetitive.	Student can use a small number of repetitive words and phrases.
Language Control: How accurate are my grammatical structures?	Student uses both past and target structures accurately. There are <b>no</b> grammatical errors in the project.	Student uses past structures accurately. There are few grammatical errors in the project.	Student uses past structures fairly accurately. There are several grammatical errors in the project.	Student uses past structures inaccurately. There are many grammatical errors in the project.
Mechanics	Capitalization and punctuation are correct throughout the project.	Capitalization and punctuation are mostly correct throughout the project.	Capitalization and punctuation are seldomly correct throughout the project.	Capitalization and punctuation are rarely correct throughout the project.
Attractiveness	The project is exceptionally attractive in terms of layout, design, font, and neatness.	The project is attractive in terms of design, layout, and neatness.	The project is somewhat attractive in terms of design, font, layout, and neatness.	The project is distractingly messy or very poorly designed. It is not attractive.
Creativity	Project demonstrated student's own interpretation and expression of research material. Used pictures, images, and other visual aids to display information in multiple ways.	Used student-created materials as well as existing material from other sources. Students devised a creative way to design or deliver the project.	Information was factual but showed little student interpretation. Project based primarily on sample work. Student added one or more original ideas.	Project was built from a template, designed only as prescribed, or was based entirely on sample work.