



ALPHABET SOUP!

TECH ED MS-Word Assignment Rubric

Name: _____

Teacher: _____

Date Submitted: _____

Title of Work: Alphabet Soup

	Criteria				Points
	4	3	2	1	
Title	Document has appropriate title that is size 20-28 font, centered, and underlined.	Document has appropriate title but is missing 1 of the following: size 20-28 font, centered, and underlined.	Document has appropriate title but is missing 2 of the following: size 20-28 font, centered, and underlined.	Document has appropriate title but is missing 3 of the following: size 20-28 font, centered, and underlined.	
Letters	All 26 letters of the alphabet are present and sequenced in the proper order.	At least 1 of the letters is missing or sequence is not in the proper order.	At least 2 of the letters is missing or sequence is not in the proper order.	At least 3 of the letters is missing or sequence is not in the proper order.	
Font Style & Size	Title is a unique style and size 20-28 font; alphabet and sentences are a different font and size 14-18	1 of the following is missing: Title is a unique style and size 20-28 font; alphabet and sentences are a different font style and size 14-18	2 of the following is missing: Title is a unique style and size 20-28 font; alphabet and sentences are a different font style and size 14-18	3 of the following is missing: Title is a unique style and size 20-28 font; alphabet and sentences are a different font style and size 14-18	
Graphic	At least one clip art or picture is present on the right of page and does not separate text	Clip art or picture is present on the right side of page but separates text	Clip art or picture is present elsewhere on page but does not separate text	Clip Art or picture is not present on the page.	
Spelling	There are no spelling mistakes.	There are no more than 2 spelling mistakes.	There are no more than 4 spelling mistakes.	There are no more than 6 spelling mistakes.	
				Total---->	

Teacher Comments:

Score Translations: 20 = 100 16 = 80 12 = 60 8 = 40 4 = 20
 19 = 95 15 = 75 11 = 55 7 = 35 3 = 15
 18 = 90 14 = 70 10 = 50 6 = 30 2 = 10
 17 = 85 13 = 65 9 = 45 5 = 25 1 = 5

Rubric Score = _____

Percent Score = _____