

Presentation

Key Question: Is the finished piece easy to read, polished in presentation, and pleasing to the eye?

Not Proficient

Proficient

	1-Beginning	2-Emerging	3-Developing	4-Capable	5-Experienced	6-Exceptional
	Presentation/Formatting makes text unreadable or confusing	Presentation/Formatting often makes text confusing	Presentation/Formatting creates text that is uneven in quality, so is sometimes difficult to read or understand; piece lacks a finished appearance	Presentation/Formatting supports a clear message; piece appears finished and sufficiently polished	Presentation/Formatting makes text generally easy to read, with a pleasing appearance that enhances understanding	Presentation/Formatting looks professional, choices are made to enhance meaning
A	Handwritten letters are formed inconsistently or incorrectly, making piece unreadable; spacing of letters and words is unbalanced or absent making the piece mostly illegible	Handwritten letters and words are often unreadable due to irregularities in letter shape and form; spacing is often inconsistent, further complicating readability	Handwriting creates occasional stumbling in readability; spacing is inconsistent in places	Handwriting is correct and readable; spacing of letters and words is generally consistent	Handwriting is neat and readable; spacing is uniform between letters and words	Handwriting is attractive and pleasing to the eye; spacing and lettering are uniform
B	Many font styles/sizes make piece unreadable or are completely inappropriate to purpose	Multiple font styles/sizes make piece hard to read or understand	Font styles/sizes are inconsistent or poorly chosen in places creating an obstacle to reading or understanding	Font styles/sizes are consistent; piece is easy to read and understand	Font styles/sizes are consistent and appropriately chosen, supporting understanding and readability	Font styles/sizes enhance readability and support the meaning of the text; consideration of font styles for purpose appears to be intentional
C	White space is not considered; use is random and confusing; identifying beginning and ending of text is difficult	Use of white space is emerging, though piece seems arbitrarily placed on paper with few intentional margins or boundaries	White space frames and balance pieces but is inconsistent; margins may be present though some text may crowd edges; indenting is uneven	White space frames text by creating reasonable margins; paragraphs are indented or blocked with sufficient consistency	White spaces helps reader focus on text; margins frame piece, other white space frames paragraphs and graphics; paragraphs are either indented or blocked	White space is used to optimally frame and balance text with markers and graphics; paragraphs are either indented or blocked; may include creative use of space to highlight important details
D	Visuals/graphics (if used) are incomprehensible and/or unrelated to text	Visuals/graphics (if used) are only topically related to the text and don't enhance understanding	At times visuals/graphics (if used) match and support text, with effort on the reader's part	Visuals/graphics (if used) support text	Visuals/graphics (if used) support and consistently clarify text through placement and description	Visuals/graphics (if used) help enrich and extend meaning and are integrated to enhance understanding of the point in the text
E	Text features are not present	Text features (e.g., titles, headings, bullets, page numbers) are attempted but are mostly inappropriate and ineffective	Text features (e.g., titles, headings, bullets, page numbers) are used but are frequently ineffective for organizing or clarifying the piece	Text features (e.g., titles, headings, bullets, page numbers) are used to organize and clarify ideas	Text features (e.g., titles, headings, bullets, page numbers) serve to integrate ideas and articulate meaning of piece	Text features (e.g., titles, headings, bullets, page numbers) help reader extend meaning of piece and develop more complete understanding