

Presentation

Key Quality: Applying Handwriting Skills

THINK ABOUT:

- Is my handwriting neat and legible?
- Did I take time to form each letter clearly?
- Do my letters slant in the same direction throughout?
- Does my spacing between words enhance readability?

Key Quality: Using Word Processing Effectively

THINK ABOUT:

- Is my choice of font style easy to read and appropriate for the audience?
- Is the font size appropriate?
- Did I use formatting such as boldfacing, underlining, and italicizing effectively?
- Does color enhance the look and feel of my piece—or does it weaken them?

Key Quality: Making Good Use of White Space

THINK ABOUT:

- Do my margins frame the text evenly on all four sides?
- Did I leave enough white space between letters, words, and lines to make the piece easy to read?
- Did I avoid cross-outs, smudges, and tears?
- Did I create a nice balance of text, text features, illustrations, photographs, and white space?

Key Quality: Refining Text Features

THINK ABOUT:

- Do my illustrations and photographs help make the piece easy to understand?
- Did I include my name, date, title, page numbers, and headers and footers?
- Are text features such as bulleted lists, sidebars, and timelines clear, well positioned, and effective in guiding the reader and enhancing meaning?
- Are charts, graphs, and tables easy to read and understand?