

Project Sheet – Microsoft Publisher

Due Date _____

This project uses the software package Microsoft Publisher. Following a tutorial, the student will create a 4-page classroom newsletter using MS Publisher.

The newsletter is to be written from the perspective of a classroom teacher writing to his or her students' parents.

- The content of the newsletter may be fabricated, but will demonstrate insight into the kind of grade-appropriate information needed in a school/classroom newsletter for parents. Content may be drawn from personal writings, online sources, or other sources.
- The newsletter will contain appropriate graphics.
- The newsletter will be carefully edited to conform to the mechanics of standard, grammatical English.

Grading Rubric

Objective	1	2	3	4
1. The newsletter will be four-pages long.	The newsletter is 0-1 page long.	The newsletter is 2 pages long.	The newsletter is 3 pages long.	The newsletter is 4 pages long.
2. The content demonstrates insight into the needs of parents	The newsletter content is not diverse and in-depth, or does not demonstrate understanding of parental needs.	Some content is appropriate, but most is inappropriate. Little variety of topics is covered.	Most content is appropriate for parents, but some may be inappropriate. A variety of topics is covered.	The newsletter content is exceptionally diverse and shows depth of insight into parental information.
3. The newsletter will contain appropriate graphics.	Few, if any, graphics are used.	There are some graphics, but most are inappropriate to the content they illustrate.	There are many graphics, but a few are inappropriate for the content they illustrate.	Graphics are used widely and all are appropriate for the content they illustrate.
4. Mechanics of standard edited English are followed.	The newsletter is fraught with errors in spelling, punctuation, grammar, and usage.	There are several noticeable errors in grammar and usage. There are spelling errors.	There are few errors in grammar and usage. There are no spelling errors.	There are no errors on grammar, usage, spelling, and other writing mechanics.