MS WORD ASSIGNMENT FOR FINAL PAPERS **GRADE: /21**

To encourage my students to learn how to use the key features of MS Word, I have created this separate assignment that will evaluate the word processing skills used to format the final version of their papers. Students can learn how to perform each of the MS Word tasks listed below using the [handout on MS Word](word2007.html) on each of my class web pages or by watching the [podcast](http://itunes.apple.com/us/podcast/ms-word-2007-survival-guide/id428499720?i=92452400" \t "_new) I created that demonstrates each of these skills. Students can earn 21 out of 21 possible points in addition to the normal point value for the paper.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | 3 Points |  | 1 Point |  | Zero Points |  |
| Margins | Uses 1" margins  |  | NA |  | Does not use 1" margins |  |
| Page Numbers | Last name appears in header with a space separating it from the "insert page number" option. Both name and number appear in Times New Roman 12 point font.  |  | Attempt made at page numbering. Hand typed page numbers, missing last name, wrong font, etc.  |  | No page numbers |  |
| Centered Title | Title is one single-spaced line below the information block and on single-spaced line above the body of the paper. The center command is used to center the title, not spaces or tabs. |  | Title is approximately centered using spaces and tabs. Spacing may be off. |  | No title. |  |
| Gaps between paragraphs | A single-spaced blank line appears below each line of text without additional spacing. Writer checks the "Click the box next to "Don't add space between paragraphs of the same style" box in the Paragraph Format options.  |  | NA |  | Gaps appear between paragraphs, items in information block, or around the title. |  |
| Block Quotes | Block quotes are indented a full inch (two tab widths) using the indent option. |  | Block quotes are indented a full inch using individual tabs on each line. |  | Block quote is not indented a full inch. |  |
| Works Cited Page | The Works Cited page starts at the top of a page. Writer uses the "page break" option on the insert menu. |  | The Works Cited page roughly starts at the top of a page because of repeated paragraph breaks (the enter key) after the conclusion. |  | No attempt to start at the top of the next page. |  |
| Hanging Indents for Works Cited Entries | Each works cited entry uses the hanging indent option to have the second and subsequent lines of an entry indent one tab width. |  | Each works cited entry has the hanging indent effect approximated by the use of tabs. |  | No attempt at hanging indents. |  |

**Grading Rubric**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Score: 0 | 1-2 | 3 | 4 | ACTUAL Score |
| **Thesis/****Support** | No clear thesis and therefore no support. | The author makes an attempt at stating a thesis or argument in the opening paragraph, but the thesis is either too general or too rooted in opinion to truly be argued. The paper contains some supporting points, but the relationship between those points and the main argument is not always clear. There is no consideration of opposing points of view.  | An argument is present in the opening paragraph of the paper, but the argument may lack focus or need to be edited for accuracy and precision of meaning. Most of the supporting points in the paper relate to the main argument, but the author does not give due consideration to opposing points of view. | The author makes a clear and focused argument in the first paragraph of the paper. Subsequent points relate directly to the argument. These points not only provide direct positive support of the argument but also explore complications inherent in the argument by examining opposing points of view. |  |
| **Summary/****Analysis** | The paper completely ignores the text related to the assignment. | The paper makes an isolated reference to the text and then abandons further reference in favor of personal anecdote or unrelated observations. The paper may offer a strict and fairly accurate summary of the text without analysis. | The paper makes some observations about the text, but such observations may be underdeveloped, unrelated to the overall argument, or lacking nuance. Such observations may be in physical proximity to key points without a direct connection being made. | Discussion of the text offers a logical analysis of images, language, concepts, or arguments that is clearly linked to the author's thesis.  |  |
| **Organization/****Development** | The paper has no clear plan of development. | The paper makes several points that are generally related to the thesis, but those points do not build on each other, or their relationship to the thesis is only tangential.  | The paper’s body paragraphs directly support the thesis, but they may not build on each other as logically or as strongly as they could.  | The paper’s supporting paragraphs directly support the thesis and build solidly upon each other. Additionally, the author uses strong transitions to guide the reader from one paragraph or idea to the next. |  |
| **Mechanics (grammar, spelling, punctuation, word choice)** | More than six errors per page. Errors seriously impede readability of the paper. Major problems with verb tense, as well as noun/pronoun and subject/verb agreement. Fragments and run-on sentences impede comprehension.  | No more than 4-6 errors per page. Some errors impede the reader's ability to understand the text. Errors include subject/verb agreement and verb tense problems. Sentence structure lacks variety. Some fragments and fused sentences occur but do not significantly impede comprehension. | No more than 2-3 minor errors in punctuation or 3rd person pronoun references per page. Readability is not significantly hampered by errors. Sentence structure shows a functional command of sentence variety.The paper attempts to meet the expectations of its audience through use of appropriate diction and word choice but makes 2 or 3 minor errors. | The paper is virtually error free and exhibits a command of more complex punctuation usage. Sentence structure is sophisticated and varied, employing simple, compound, and complex sentences effectively. |  |
| **Citations** | The paper does not include any quotations, citations, or a Works Cited page.  | The paper may use quotation marks around quoted material without a signal phrase, a citation, or a Works Cited page. Paraphrased ideas or statistical information are not documented, with recurring errors and minor omissions in citations.  | The paper includes quotations with some citations, but the citations may not follow the established documentation model or match the Works Cited entries. Some paraphrased ideas or statistics are documented.  | The paper includes quotations with signal phrases, quotation marks, and proper citations that clearly link to Works Cited entries. Paraphrased ideas or statistics are cited. |  |
| **Following Instructions** | The paper fails to meet any of the assignment’s requirements. | The paper follows one or two points noted in the instructions but ignores the rest. | The paper does nearly everything mentioned in the instructions but ignores one or two points. | The paper does everything mentioned in the instructions. |  |

Please quote the clearest thesis statement in the paper. Is this sufficient, or does it need to be refined?

How well is monster theory used in the paper? How might they improve its use?

Identify 3 strengths of the paper:

1.

2.

3.

Identify 3 issues that need work beyond simple grammar:

1.

2.

3.