

Name: _____

Topic(s): _____

FAQ Handout Rubric

1. **Accuracy:** is the information you present accurate and specific? **1 2 3 4 5**
2. **Originality:** Writing is your own. Answers to questions are **paraphrased** and not copied and pasted. **1 2 3 4 5**
3. **Correctness:** Your work includes complete sentences, and doesn't have mistakes in grammar, spelling and punctuation. **1 2 3 4 5**
4. **Format** is easy to follow, neat, and **organized**. Your form is simple and pleasing to the eye. **1 2 3 4 5**
5. **Completeness:** questions and answers are well constructed **and** insightful, and it includes a range of information. **1 2 3 4 5**
6. **Depth:** FAQ reflects **senior level work**. It shows depth of research, and reflects your interest and curiosity in your future career . **1 2 3 4 5**

FAQ----Check-off list

Before you turn in your final draft check to make sure you did the following: You might want someone else to read and complete the checklist for you.

1. Is your FAQ form complete? yes no not sure
2. Does it include a title with specific Topic(s)? yes no not sure
3. Is spelling, punctuation, and grammar correct? Are your sentences complete? yes no not sure
4. Is it organized and neat? (margins and bullets line up?) Is it easy to read? yes no not sure
5. Are your questions relevant and your answers explained clearly? yes no not sure
6. Do you include enough details? yes no not sure
7. Does your FAQ form reflect your interest and curiosity in a certain career path? yes no not sure
8. Is this senior level work? Does it show Complexity rather than simplicity? yes no not sure

Grade _____