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| **RUBRIC** |
| **CRITERIA** | **5** | **4** | **3** | **2** | **POINTS** |
| **CREATIVITY****LAYOUT****FORMAT** | The report is very creative. A lot of details and effort went into the work. | The report is very creative. Some of details and effort went into the work. | The report is very creative. Little of details and effort went into the work. | The report is very creative. No details and effort went into the work. | --- X 4 = \_\_\_ |
| **USE OF TIME** | The output was submitted on time. | The output was submitted one day late. | The output was submitted two days late. | The output was submitted very late. | --- X 2 = \_\_\_ |
| **USE OF APPROPRIATE TOOLS FOR EDITING WORD DOCUMENT**  | The report used a very appropriate tools for editing. | The report used appropriate tools for editing. | The report used somewhat appropriate tools for editing. | The report did not use appropriate tools for editing. | --- X 4 = \_\_\_ |
| **TOTAL POINTS** |  |  |  |  |  |