**Workplace Hazard Pamphlet** \_\_/12

\*Turn in this rubric with your completed pamphlet\*

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| --- | --- | --- | --- | --- |
| **CATEGORY** | **(4) Excellent** | **(3) Good** | **(1) Almost** | **(0) Not yet** |
| **Attractiveness & Organization:*****Information flows logically from one piece to the next. Thought is given to how design influences the reader’s perception*** | The brochure has exceptionally attractive formatting and well-organized information. | The brochure has attractive formatting and well-organized information. | The brochure has well-organized information. | The brochure’s formatting and organization of material are confusing to the reader. |
| **Content Accuracy:*****All the required information is in place and is accurate. The writer includes additional information in order to further explain their topic.*** | The brochure has all of the required information (see checklist) and some additional information. | The brochure has most of the required information (see checklist).  | The brochure does not have all of the required information (see checklist). | The brochure has little of the required information (see checklist). |
| **Writing-Mechanics:*****The writer has given careful attention to sentence structure, correct spelling and punctuation use. (The reader is not distracted by obvious errors or mistakes.)*** | All of the writing is done in complete sentences. Capitalization and punctuation are correct throughout the brochure. | Most of the writing is done in complete sentences. Most of the capitalization and punctuation are correct throughout the brochure.  | Some of the writing is done in complete sentences. Some of the capitalization and punctuation are correct throughout the brochure. | Most of the writing is not done in complete sentences. Most of the capitalization and punctuation are not correct throughout the brochure. |

**Maximum Score = 12 points**