

UNIT 4 Word Processing Project 3



Rubric
U4P3_IP4

4 Independent Practice (page 183)

Add a Works Cited Page and Edit Your Paper

Directions: After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Complete Independent Practices 2 and 3			
Add citations and a works cited page for the sources used in your paper			
Exchange papers with a partner, make corrections, and discuss any changes they may have made to your paper			
Revise your paper to include these changes and create a final draft			
Use correct spelling, punctuation, and grammar			
Edit your paper to be sure it is clear and free of errors			