

Executive Summary Rubric

Trait	Exceeds	Meets	Below
Format/Layout	Meets format requirements (length, layout, font) and is particularly attractive in its overall appearance, enhancing readability.	Meets format requirements (length, layout, font).	Missing one or more required components OR lacks readability due to formatting choices
Content Delivery	Provides thorough and informative overview of article/report, demonstrating strong command of language to convey content and tone of article/report.	Clear and competent overview of article/report	Inaccuracies in information, missing important information or poorly presented information.
Organization	Information is organized in a fully effective manner; utilizing headings, bullets or other writing techniques to cue the reader	Information is organized competently, but may not utilize bullets, headings or other writing techniques	Poorly organized; narrative does not flow.
Sentence Structure	Sentences effectively constructed with no grammatical errors	Sentences effectively constructed with 1-2 minor grammatical errors	Repeated errors in sentence structure or grammar
Mechanics	Spelling, capitalization and punctuation error-free	1-2 minor errors in spelling, punctuation or capitalization	More than 2 errors