

## Grading Rubric – Word 2007

### Chapter 2, Make It Right

<b>Description:</b>		<b>Pts</b>	<b>Your Score</b>
Page	Header: page number, student name, date, and an appropriate paper title, all formatted according to the MLA style	<b>3.5</b>	
References	Update Otoole source info Footnote inserted, formatted to MLA style, with source info Modify Debbins source city to Boston	<b>4</b>	
Format	Update Works cited if needed Bibliographical paragraphs formatted with a one-half inch hanging indent.	<b>1.5</b>	
Document	Update properties Correct save	<b>1</b>	
<b>TOTAL POSSIBLE POINTS:</b>		<b>10</b>	