

The assignment will be graded using the following rubric:

Points: 100	Assignment 2: Creating an FAQ for a Website				
Criteria	Unacceptable Below 60% F	Meets Minimum Expectations 60-69% D	Fair 70-79% C	Proficient 80-89% B	Exemplary 90-100% A
1. Match the intended audience and purpose for situation and tone. Weight: 15%	Did not submit or incompletely matched the intended audience and purpose for situation and tone.	Insufficiently matched the intended audience and purpose for situation and tone.	Partially matched the intended audience and purpose for situation and tone.	Satisfactorily matched the intended audience and purpose for situation and tone.	Thoroughly matched the intended audience and purpose for situation and tone.
2. Format FAQ Web page(s) accurately and according to the details in the textbook. Weight: 15%	Did not submit or incompletely formatted FAQ Web page(s) accurately and according to the details in the textbook.	Insufficiently formatted FAQ Web page(s) accurately and according to the details in the textbook.	Partially formatted FAQ Web page(s) accurately and according to the details in the textbook.	Satisfactorily formatted FAQ Web page(s) accurately and according to the details in the textbook.	Thoroughly formatted FAQ Web page(s) accurately and according to the details in the textbook.
3. Ensure that content is measured, concise, and applicable. Weight: 35%	Did not submit or incompletely ensured that content is measured, concise, and applicable.	Insufficiently ensured that content is measured, concise, and applicable.	Partially ensured that content is measured, concise, and applicable.	Satisfactorily ensured that content is measured, concise, and applicable.	Thoroughly ensured that content is measured, concise, and applicable.
4. Craft a document that is easy to read. Weight: 25%	Did not submit or document was very difficult to read.	Document was difficult to read	Document was somewhat difficult to read.	Document was fairly easy to read.	Document was easy to read.
5. Clarity, writing mechanics, and formatting requirements Weight: 10%	More than 8 errors present	7-8 errors present	5-6 errors present	3-4 errors present	0-2 errors present