

SELF-CHECK GRADE SHEET



Self-Check Grade Sheet

I. Rough Draft Captions

- A. Turned in on time
- B. Contains the following:
 - 1. Interesting lead-in
 - 2. Full names of people in photo
 - 3. Indicates when & where photo was taken
 - 4. Evidence of research
- C. Legible if handwritten

GRADE: _____

II. Final Captions

- A. Turned in on time
- B. Contains corrections requested on 1st draft
- C. All names are bracketed for the index
- D. Lead typed in emphasis font
- E. Rough captions saved in permanent folder

GRADE: _____

III. Rough Body Copy

- A. Submitted on time to copy editor
- B. Contains catchy lead
- C. Evidence that copy checklist was used
 - 1. Stories in past tense
 - 2. Avoids over-used words/phrases
 - 3. Contains at least three meaningful quotes

GRADE: _____

IV. Final Body Copy

- A. Submitted to teacher on time
- B. Contains corrections of copy editor
- C. Follows writing rules
 - 1. Past tense
 - 2. Specific nouns, colorful verbs enlivened story
 - 3. Impact lead
 - 4. Three quotes which enhance the story

GRADE: _____

V. Rough Layout

- A. Submitted to section editor on time
- B. Follows guidelines of model layout
- C. Has a dominant element 2 to 2 ½ times as large as any other photo
- D. Copy placed to the outside

GRADE: _____

VI. Final Layout

- A. Submitted to teacher on time
- B. Follows corrections noted in rough draft
- C. Exactly drawn in computer to match grids
- D. Consistent internal spacing
- E. Maintains eye-line
- F. All type areas set at correct width

GRADE: _____

