

Criteria	Excellent (4)	Good (3)	Basic (2)	Needs Improvement (1)
Applies paragraph formatting	✓ Perfect	Minor issues	Needs guidance	Incorrect or missing
List and spacing accuracy	All correct	1 minor error	2+ issues	Incomplete or missing
Image insertion & wrapping	Properly done	One issue	Incorrect wrapping	Image missing
Use of styles (challenge)	Bonus achieved	Attempted	N/A	N/A