

Yearbook Page Evaluation

LAYOUT GRADE SHEET

Name(s)

page _____ DPS Subject:

How was the work divided on this page?

Circle one:

Automatic 20 point deduction per day for missed staff deadlines

Rough Draft (submit rough layouts and rough draft stories)

Final (this should be totally complete, ready to send to the publisher)

Total points deducted _____

Final grade _____

(rough deadlines 100 points individual grades,
final deadlines 200 points group grade)

_____ photos placed and cropped with 2 point lines

_____ 1 pica between all elements

_____ all copy to the outside

_____ all elements correctly placed on the layout

_____ byline on page

_____ headlines written to fit the graphic

_____ subheads written to fit

_____ artwork, folio tabs placed, color approved and placed

_____ page saved in correct deadline

_____ deadline met on time

Make necessary changes.

Comments:

BODY & CAPTION COPY GRADE SHEET

Name(s)

DPS Subject:

Page _____

How was the work divided on this page?

This is a _____ rough draft _____ final draft

BODY COPY: see circled items for copy problems

- 10 lacks content
- 10 lacks facts and/or specifics
- 10 each misspelled name
- 5 other spelling errors
- 10 ineffective lead or conclusion
- 10 incorrect paragraphing
- 5 boring or meaningless paragraph beginnings
- 5 editorializing
- 10 no authorities / no source / no quotes
- 5 sentence not in past tense
- 5 sentence doesn't read smoothly
- 10 misc. errors

CAPTION COPY:

- 10 no lead ins in caps.
- 10 lacks 5W information used
- 10 not in present perfect tense
- 10 lacks "real verbs"
- 10 misspelled names
- 5 other spelling errors

- 20 per day for missed staff deadlines

Total points for Body Copy &/or Caption Copy deducted

Copy & Caption Grade _____