

## Formal Outline Rubric

	Overall Formatting	Formal Outline Organization	General Content	Specific/ Supporting Leads & Follow up Details	Parallel Structure
4	The rules of MLA formatting are followed exactly.	All basic parts of the outline are in proper order. There is a logical organization to supporting points. The traditional Roman numeral, capital letter, numeral, lower case letter, and lower case Roman numeral system is followed.	The outline includes: title, thesis introduction, supporting points (A/B), follow up details (1/2), and complete conclusion.	The number and quality of the supporting leads is substantial for the topic. The follow up details are of high quality and are substantial for the topic.	Parallel structure is followed throughout the outline.
3	There are only one or two errors with MLA formatting.	There may be one or two problems with the organizational information listed above.	The outline may be missing or have incorrectly listed one to two parts of the outline. <i>Thesis Conclusion</i>	The number and quality of the supporting leads is average or uneven. The number and quality of the follow up details is average or uneven.	There may be one or two errors with parallel structure.
2	There may be three to five errors with MLA formatting.	There may be three to five problems with the organizational information listed above.	The outline may be missing or have incorrectly listed three to five parts of the outline.	The number and quality of the supporting leads is minimal. The number and quality of the follow up details is minimal.	There may be three to five errors with parallel structure.
1	There are more than five errors with MLA formatting.	There are more than five problems with the organizational information listed above.	The outline is missing or has incorrectly listed more than five parts of the outline.	Supporting leads are minimal and the quality of the leads is poor. The follow up details are minimal, of poor quality, and/or are uneven.	There are more than five problems with parallel structure.

$$\frac{+17}{20} =$$

85%