

**Advanced Word Unit 1 Portfolio Project 1 Design a Flyer**



**Directions:** After you have finished your project, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your project.

| Criteria  | Student Checklist |               | Teacher Evaluation |
|---|-------------------|---------------|--------------------|
|   | Completed         | Not Completed | Comments           |
| Created an attractive and informative flyer                                   |                   |               |                    |
| Limited your flyer to one page  |                   |               |                    |
| Included your company's name, address, telephone number, and Internet address |                   |               |                    |
| Included a short description of your business                                 |                   |               |                    |
| Formatted the text in an attractive, large font                               |                   |               |                    |
| Included a graphic  |                   |               |                    |
| Resized the graphic   |                   |               |                    |
| Added a theme or background color and Fill Effects                            |                   |               |                    |
| Proofread and checked spelling  |                   |               |                    |
| Saved the document to your Portfolio Folder                                   |                   |               |                    |

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