Name _____ Period _____ Date_____

Chapter **9** **Focus on Teamwork** **Project 9-5**

R
Rubric
9-5

Project 9-5 (pages 393–394)

Design a Business Card

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.

	Student Checklist		Teacher Evaluation
Criteria	**Completed**	**Not Completed**	**Comments**
Open any business card design in Publisher.			
Delete the template objects. Add a 6-column layout grid.			
Insert the logo from Project 9-4. Resize and reposition as needed.			
Add a marquee or accessory bar at the bottom of the card.			
Use text boxes to add company and personal contact information. Format as desired.			
Key *Director of Marketing* as the position title on the card.			
Check for spelling and other errors and revise as necessary.			
Follow directions to save and print the business card.			