**BUSINESS CARD RUBRIC**

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| --- | --- | --- | --- | --- | --- |
| CATEGORY | **4 Excellent** | **3 Good** | **2 Satisfactory** | **1 Needs Improvement** | **Score** |
| **Technology** | Used Publisher template for business card, used internet to research business card design and layout.  | Used Publisher template for business card, some research on internet | Did not use correct Publisher template for business card but good layout, some research on internet | Did not use Publisher template for business card, no research for business card design or layout |  |
| **Design & Color** | Design & color matches mock salon project, colors are complimentary, information easily read, logo placed well | Design & color matches mock salon project, colors are complimentary, information easily seen, logo not placed well | Design & color are not the same as mock salon project but complimentary on card, information not easily read, logo not placed well | Design does not match the salon theme, colors do not compliment each other, information difficult to see, logo not placed well or not present  |  |
| **Spelling and Grammar** | No spelling or grammar errors.  | 1-2 spelling or grammar errors  | 3 spelling or grammar errors  | More than 3 spelling or grammar errors |  |
| **Information** | Information is complete with added info such as appt. dates and times | Information is complete with no added information | Information is not complete | Information is not complete |  |
| **Work Ethic** | Student always uses classroom time well, stays focused on project, does not disrupt others.  | Student usually uses classroom time well, is focused most of the time, does not disrupt others.  | Student usually uses classroom time well, but occasionally is disruptive to others.  | Student does not use classroom time well and is disruptive to others.  |  |