

Unit 2

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.

	Student Checklist		Teacher Evaluation
Criteria	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			
Modified the graphic to make the best use of space on the page			
Added a theme or background color and Fill Effects			
Proofread and checked spelling			
Saved the document to your Portfolio Folder			