

## PARTY MENU CHECKLIST

|   |           |
|---|-----------|
| Your document is saved in the correct folder (Digital Tools>Word) and is correctly named ( Party Menu). | √         |
| Your name and period # are in a one-line header (View>Header/footer)                                    | √         |
| Work fits on one page – no blank 2 <sup>nd</sup> page.  | √         |
| Border around the page is properly formatted (below your header)  | √         |
| Use clipart – wrapped. <b>At least 6 pieces</b>   | √         |
| 4 wrapped subheading titles (e.g. Drinks) in WordArt – no default Arial, TNR or Impact.                 | √         |
| 4 wrapped textboxes with a colored and patterned line (no color FILL)                                   | √         |
| A minimum of 5 examples of food in each textbox.  | √         |
| The text in the textboxes has to be text – NOT WordArt  | √         |
| No use of default font – change the font  | √         |
| <b>TOTAL POINTS OUT OF 20:</b>  | <b>20</b> |

## Standards-Based Rubric

| <b>DESIGN ATTAINMENT</b>     | <b>Exemplary</b>        | <b>Accomplished</b>     | <b>Developing</b>         | <b>Beginning</b>                          |
|------------------------------|-------------------------|-------------------------|---------------------------|---|
| Technical Quality            | All well composed       | Mostly well composed    | Somewhat composed         | Composition inconsistent or not attempted |
| POINTS AVAILABLE             | 10                      | 8                       | 6                         | 4   |
| <b>QUALITY OF PRODUCTION</b> | <b>Exemplary</b>        | <b>Accomplished</b>     | <b>Developing</b>         | <b>Beginning</b>                          |
| Message Conveyance           | Always held my interest | Mostly held my interest | Somewhat held my interest | Uninteresting throughout                  |
| POINTS AVAILABLE             | 10                      | 8                       | 6                         | 4   |
| <b>TOTAL SCORE</b>           |                         |                         |                           |   |