Renton Technical College　　　　　　　Name_____

Commercial Building and Industrial Engineering　　　Date: _____

Computer Fundamentals (Fall 2011)

Microsoft Word Assignment: <u>Work Experience / Biography – GRADING RUBRIC</u>

Due Date:　　　　**Wednesday, November 9, 2011**

Points Possible:　　　　**50**

Item	Points Possible	Points Earned
☐ File name correctly formatted: 　o Biography, Last Name, First Name (or Initial) 　or Experience, Last Name, First Name (or Initial) 　➔ Example: Biography, Dickson, D	**2**	
☐ Professional looking document that describes some part of your work experience	**10**	
☐ Title at the top of the page, using the Title Style. (The title might just be your name.)	**2**	
☐ Include at least one heading, using a Heading Style.	**2**	
☐ One to two pages (standard letter size paper, 8.5" x 11")	**2**	
☐ Minimum number of words: 200	**5**	
☐ 11 – 14 point font for the body text	**2**	
☐ Line spacing: 1.2 to 2 (If printing a draft for review, use at least 1.5)	**2**	
☐ At least one photo	**2**	
☐ Each photo has a descriptive caption	**3**	
☐ The source of each photo is listed in a footnote, including the name of the author, title of the work, type of work (e.g. picture), year of creation, where you got it, and the date accessed (if it's from the Internet)	**4**	
☐ Correct spelling, grammar and punctuation	**10**	
☐ Uploaded to Moodle	**2**	
☐ Submitted on time	**2**	
TOTAL	**50**	
<u>Comments</u>		