# Come Celebrate the Retirement of Daniel Nelson

Friday  June 22, 2018
Brooklyn, NY112232009
6:00 – 10:00p.m.

Tony's Restarant
50 Avanue X

(718) 555-1234
$50.00 per person includes
Dinner, Dancing, Entertainment, and Gift

## MENU

**BEVERAGES**
Coffee, Ice tea, Soft drinks

**APPETIZERS**
Tri-Color Salid
Penne Pasta

**ENTREES**
(choice of one)
Veal Parmigiana
Chicken Francese
Broiled Fillet of Sole

**DESERT**
Chocolate Cake
Brownys
Cookies

Please RSVP by May 28, 2018, and make checks payable to Louis Prince.

Name: KAREN T. COS                                                  Date: 09/09/25

Section: BSIT 1D_

**Directions:**

After you have finished your project, determine how well you have completed each Category. Read the criteria under each column—Excellent, Proficient, Developing, and Beginning. Give yourself a score in the right column based on how well you think you met the criteria. Turn in this paper to your teacher along with your project.

| Areas of Evaluation and Corresponding Score | Excellent (4) | Proficient (3) | Developing (2) | Beginning (1) | Score and Comments |
|---|---|---|---|---|---|
| Capitalization and Spelling | Entries are capped, or not (all caps, cap/lowercase, or lowercase only), as instructed. All spelling errors are corrected | Entries are capped, or not as instructed, with one error in capitalization and/or spelling | Entries are capped, or not as instructed, with two errors in capitalization and/or spelling | Entries are capped, or not as instructed, with three or more errors in capitalization and/or spelling | 3 |
| Fonts | Entries accurately reflect font sizes, name and use of bold as given in the instructions | Entries accurately reflect font sizes, name and use of bold as given in the instructions with one error | Entries accurately reflect font sizes, name and use of bold as given in the instructions with two to three errors | Most entries do not accurately reflect font sizes, name and use of bold as given in the instructions | 3 |
| Alignment, Spacing, and Use of Borders | Document is aligned both horizontally and vertically. All entries are spaced as instructed. Balloon border is in place. | Document is aligned both horizontally and vertically. All entries are spaced as instructed with one exception in alignment or spacing. Balloon border is in place. | Document is aligned both horizontally and vertically. All entries are spaced as instructed with two exceptions in alignment and/or spacing. Balloon border is in place. | Document is aligned correctly and all entries are spaced as instructed with three or more exceptions in alignment or spacing. No border is in place. | 3 |