

Word Lesson 2 **Challenge Yourself Project 9 Create a Job Advertisement**



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.

Criteria	Student Checklist		Teacher Evaluation
	Completed	Not Completed	Comments
Wrote a one-paragraph job description			
Indicated that the person must have at least three years experience			
Indicated that the person must be able to work weekends			
Formatted the paragraph so that it catches people’s attention			
Used fonts, colors, and shading to emphasize important points			
Proofread and checked spelling			
Saved the document as w2rev-[your first initial and last name]9			