**Setting Up Shop**

**Floor Plan Diagram Assignment #1**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | CATEGORY |  | **25** |  | **20** |  | **15** |  | **1** |  |  |
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|  | **Labels - Accuracy** |  | At least 90% of the items are labeled and located appropriately. |  | 80-89% of the items are labeled and located appropriately. |  | 79-70% of the items are labeled and located appropriately. |  | Less than 70% of the items are labeled and located appropriately. |  |  |
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|  | **Spelling/Capitalization** |  | 95-100% of words on the diagram are spelled and capitalized correctly. |  | 94-85% of the words on the diagram are spelled and capitalized correctly. |  | 84-75% of the words on the diagram are spelled and capitalized correctly. |  | Less than 75% of the words on the diagram are spelled and/or capitalized correctly. |  |  |
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|  | **Neatness of Color and Lines** |  | All straight lines are ruler drawn, all errors have been neatly corrected and all features are colored completely. |  | All straight lines are ruler drawn, most errors have been neatly corrected and most features are colored completely. |  | Most straight lines are ruler-drawn, most errors have been neatly corrected and most features are colored completely. |  | Many lines, corrections of errors, and/or features are not neatly done. |  |  |
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|  | **Content** |  | All required content is present including additional elements. |  | All required content is present. |  | Some important elements are missing from the diagram. |  | Most essential office elements are missing. |  |  |
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**Total Score \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Maximum 100 Points**