**Business Document Formatting**

**Business Information Management I**

**Flowchart Assignment #1**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORY | **20** | **15** | **8** | **1** |
| **Drawings/Diagrams** | Flowchart | Flowchart | Flowchart | More than three |
|  | elements are | elements are | components are | elements are |
|  | exceptionally | adequately | incomplete. | missing from the |
|  | thorough and | completed. |  | flowchart. |
|  | easy to |  |  |  |
|  | understand. |  |  |  |
| **Appearance** | The flowchart is | The flowchart is | The flowchart is | The flowchart is |
|  | attractive and | somewhat | unappealing to | constructed |
|  | interesting to | attractive. | look at. | poorly. |
|  | read. |  |  |  |
|  |  |  |  |  |
| **Spelling,** | One or fewer | Two or three | Four errors in | More than four |
| **Punctuation, and** | errors in | errors in | spelling, | errors in |
| **Grammar** | spelling, | spelling, | punctuation, | spelling, |
|  | punctuation, | punctuation, | and grammar in | punctuation, |
|  | and grammar in | and grammar in | the flowchart. | and grammar in |
|  | the flowchart. | the flowchart. |  | the flowchart. |
| **Replicability** | Procedures | Procedures | All steps are | Several steps |
|  | appear to be | appear to be | outlined, but | are not outlined |
|  | replicable. Steps | replicable. Steps | there is not | AND there is not |
|  | are outlined | are outlined and | enough detail to | enough detail to |
|  | sequentially and | are adequately | replicate | replicate |
|  | are adequately | detailed. | procedures. | procedures. |
|  | detailed. |  |  |  |
| **Process** | The process is | The process is | The process is | The process is |
|  | very clearly | adequately | not clearly | not identified at |
|  | identified. | identified. | identified. | all. |
|  |  |  |  |  |

**Maximum Points Possible: 100**

**Student Points: \_\_\_\_\_\_\_\_**