**Personal Keyboard**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CATEGORY** | **20** | **15** | **10** | **5** | **0** |  |
|  |
| **Alpha Keys** | Present |  |  |  | Not Present |  |
|  |  |  |  |  |  |  |
| **Numeric/Symbol** | Present |  |  |  | Not Present |  |
| **Keys** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Numeric Keypad** | Present |  |  |  | Not Present |  |
| **Keys** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Command/Function** | Present |  |  |  | Not Present |  |
| **Keys** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Design of** | Proportion, | Proportion, | Proportion, | Proportion, | Proportion, |  |
| **Keyboard-Neatness** | accuracy, and | accuracy, | accuracy, and | accuracy, and | accuracy, |  |
|  | neatness are | and | neatness are | neatness are | and |  |
|  | Present throughout | neatness are | present in part | present at | neatness |  |
|  | entire | present in | of the | least one part | are not |  |
|  | document. | most of the | document. | of the | present |  |
|  |  | document. |  | document. | throughout |  |
|  |  |  |  |  | entire |  |
|  |  |  |  |  | document. |  |
| Total Points Earned \_\_\_\_\_\_\_\_ |  |  |  |  |  |