

Name _____

Filing - Advanced

DESCRIPTION: The student will file twenty (20) admissions forms by last name into file folders/file box with alphabetical tabs. The student will sort/file the admissions forms by using the last name (not title). The student will be judged on accuracy. This is a timed event. There is a 5 minute time limit.

Scoring sheet

*Handshake scoring

5 – Firm Handshake	3 – Too firm or too soft handshake	0 – No Handshake
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**Introduction & Thank you

5 – Uses judge’s name	3 – Does not use judge’s name	0 – Not Demonstrated
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	Scoring	5	4	3	2	1	0
1	Student introduces self to judge	5 yes	-	-	-	-	0 no
2	Student states name of judge in introduction**	5 yes	-	3	-	-	0 no
3	Student shakes judge’s hand with introduction*	5	-	3	-	-	0
4	Student thanks judge using judge’s name**	5	-	3	-	-	0
5	Student shakes judge’s hand*	5	-	3	-	-	0

Out of 20 forms, how many forms were filed into the correct alphabetic file folder (not in order) _____

Out of 20 forms, how many forms were filed in alphabetical order within the file folder? _____

Time completed. Entered in min:sec (EX 4:55, 2:10) _____: