

# Business Card Help – 8/31/2012

- After you complete your vocabulary set 1 definitions and receive credit, you are to begin your business card activity
- A business card is a representation of you, advertisement, and a way for important people to contact you. You should take your time and consider the type of impression you want your business card to make about you.
- You are to make a rough draft of your business card using the paper provided.
- Be sure your business card has ALL of the following details BEFORE you raise your hand to request credit from Mrs. Lemons:
  - Your first and last name
  - Title of occupation you want to have after graduation. The title should reflect what you will do for a living or the position you will have in the company such as owner, founder, general manager, etc.)
  - Company name (it is okay if you make up your very own “new” company)
  - Address with MUST include street address (or P.O. Box number), city, state, and zip code. Note: your future job does not have to be located in Waxahachie or even Texas. Dare to put your brightest dreams in writing. Ever thought about living in Los Angeles, Tokyo or Europe?
  - Telephone number   - E-mail address   - Web Site
  - Make sure the e-mail address & web site you provide helps to identify your business
  - Logo (which is a picture or symbol) that represents either a characteristic of yourself you are proud of OR the type of career you wish to pursue as an adult
- After making sure everything is included in the rough draft, raise your hand to request Mrs. Lemons to approve your work.
- After Mrs. Lemons looks over your rough draft, you may return to your assigned computer, return to my web site, and begin working on creating your business card online. **Be sure ALL of your spelling is correct on the final draft!**
- When you have finished your business card, or want to save it to work on it over the weekend, you are to save it either by right-clicking the image with your mouse to save it to your student hard drive or save it onto your personal flash drive.

# Business Card Samples



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