**1.01 FBLA Dress Code Assignment**

**Directions:** The following text will be distributed to FBLA members and advisors across the state on the FBLA Website. Currently, the text is not formatted in a way that is meaningful to the target audience.

* 1. Format the following text so that it meets usability and readability guidelines for typography. You may use the **1.01 Typography Usability and Readability PowerPoint** to help you format this text.
	2. Save the file according to teacher instructions.
	3. Complete the Peer Review handout.

<Beginning of Text>

FBLA Dress Code

FBLA members and advisers should develop an awareness of the image one’s appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the

business world.

Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program.

Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities includes:

Males

Business suit with collared shirt, and necktie (shirts must be tucked in/belts must be worn if pants have loops)

Sport coat, dress slacks, collared shirt and necktie

Dress slacks, collared shirt, and necktie

Business suit or sport coat with dress slacks and banded collar shirt

Sweater or sweater vest, collared shirt with necktie, and dress slacks

Dress socks and dress shoes (no white socks)

Dress socks and dress Doc Marten style shoes (Not sandals, boots, or other shoes with heavy soles)

Females

Business suit with blouse or sweater, sleeveless suit is appropriate (shirts must be tucked in/belts must be worn if pants have

loops)

Business pantsuit with blouse or sweater

Skirt or dress slacks with buttoned-up blouse or sweater

Business dress

Capris or gauchos with coordinating jacket/suit, worn below the knee, with nylons

Dress shoes

Nylons when wearing skirts and dresses

Inappropriate attire, for both men and women, includes:

Jewelry in visible body piercing, other than ears

Hair dyed an unnatural color

Cargo pocket or zip-off pants

Jean-style khaki pants, capris or skirt, or other pants or skirts with pockets sewn on the outside

Denim, canvas, flannel, or chambray fabric

Backless, see-through, tight-fitting, spaghetti strapped, strapless, or low-cut blouses/tops/dresses

Dress t-shirts (Sweaters and blouses are only appropriate)

Clothing that shows any midriff skin

Skirts shorter than 2 inches above the knee

T-shirts, spandex, tank tops, bathing suits

Blouses that are not buttoned appropriately

Sandals, flip flops, athletic shoes, work shoes, hiking boots, bare feet, or over-the-knee boots

Athletic wear--including sneakers

Hats or flannel clothing

Bolo ties

Visible foundation garments

CLARIFICATION: Many women’s two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes , open-toe shoes, and sleeveless dresses/suits are accepted.

Business casual attire acceptable for official FBLA-PBL activities includes:

Males

Dress slacks, collared shirt, no necktie necessary (shirts must be tucked in/belts must be worn if pants have loops)

Polo shirts with the FBLA-PBL logo on it are acceptable

Sweaters would be acceptable

Dress socks and dress shoes (no white socks)

Females

Dress slacks or skirt, blouse or sweater (shirts must be tucked in/belts must be worn if pants have loops)

Polo shirts with the FBLA-PBL logo on it are acceptable

Dress shoes with stockings (if wearing a skirt)

Inappropriate attire would include anything listed above, particularly jean-style khaki or corduroy pants/skirts with pockets sewn on the outside.

<End of text>

**1.01 FBLA Dress Code Peer Review**

**Directions:** Partner with a classmate and complete the following peer review of the FBLA Dress Code Assignment.

|  |  |  |  |
| --- | --- | --- | --- |
| Typography Considerations | Effective | Ineffective | Suggestions for Improvement |
| Font choice conveys a meaning or personality that matches the purpose of the design |  |  |  |
| Font choice gives visual clues about the order text should be read; Evidence of visual hierarchy |  |  |  |
| Font choices limited to 2 or 3 fonts |  |  |  |
| Font choices consider the target audience |  |  |  |
| Font style and size are appropriate for the intended output |  |  |  |
| Evidence of font spacing (kerning, leading, and/or tracking) to improve readability |  |  |  |